UNIFY Harmonize your enterprise



OpenStage SL4 professional
HiPath Cordless Office

User Guide

A31003-S2000-U160-2-7619

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Reference No.: A31003-S2000-U160-2-7619

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Safety notes

Handset

Danger:

- Do not use the handset in potentially explosive atmospheres.
- To avoid mutual interference, do not operate the handset in the vicinity of electronic equipment.
- Do not use the handset in wet rooms! Devices are not splash-proof.
- A transmitter signal is emitted by your handset. Please observe safety procedures for your area.

Caution:

The ringing tone, signal tones and handsfree talking (speakerphone mode) are played over the loudspeaker. Do not hold the telephone to your ear when it is ringing or if speakerphone mode is switched on. Otherwise you risk serious and permanent damage to your hearing.

Caution:

- Information for hearing aid users: Radio signals may interfere with hearing aids.
- If you give your handset to someone else, please include the operating instructions with it.

Batteries

Danger:

- Only use the approved battery.
- Avoid contact with fire and water.
- Only use the approved power supply unit to operate the charging shell.

WEEE mark

Caution:



- All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.
- Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment.
- For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative.
- The statements quoted above are only fully valid for equipment which is installed and sold in the countries of the European Union and is covered by the European Directive 2002/96/EC. Countries outside the European Union may impose other regulations regarding the disposal of electrical and electronic equipment.

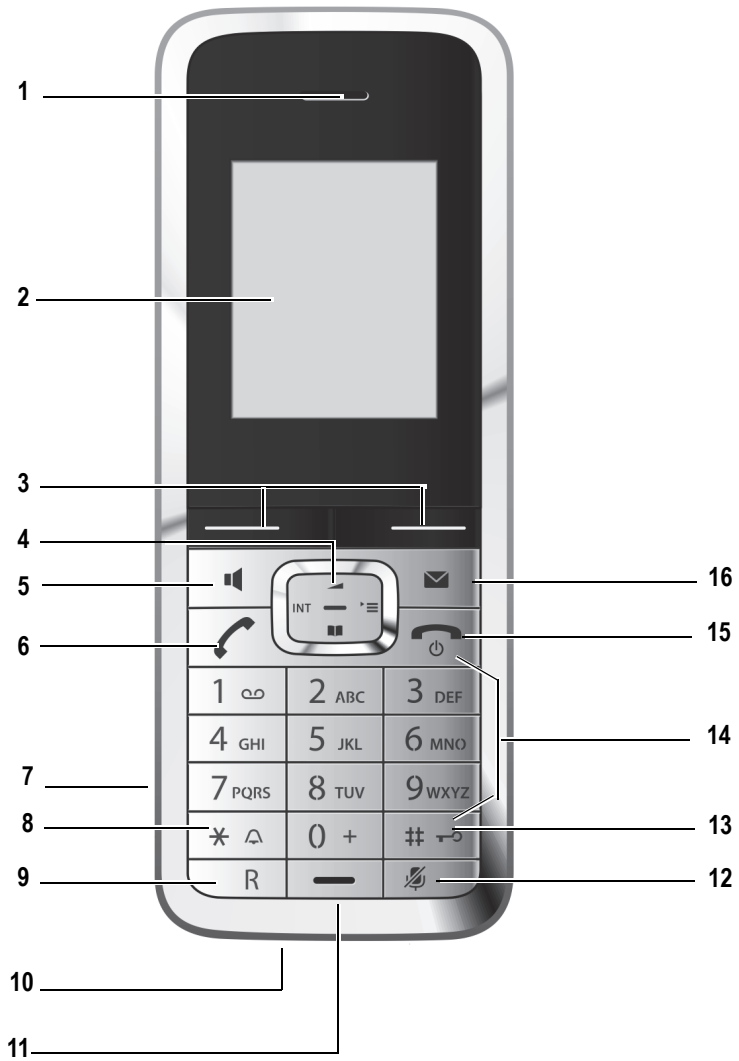
Operating instructions

These operating instructions describe your handset and its functions on your communications system.

All functions that can be performed via your handset are described here. If some of the required functions are not available on your handset, it may be due to one of the following:

- The function is not configured for you or your handset - please contact your system administrator.
- Your communications platform does not feature this function.

Overview of handset



1 Earpiece
2 Display
3 Display keys
4 Control key
5 Speakerphone key
6 Talk key
7 Headset connection
8 Star key
9 R key
10 Mini USB connection
11 Microphone
12 Mute key
13 Hash key
14 Number keys
15 On-hook and on/off key
16 Message key

How to use the keys: → Page 11

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Description of controls

Function keys

The following function keys are available:

Key	Name	Usage
	On-hook and on/off key	• End a call • Cancel functions • Go back to the next menu level up • Activate or deactivate the handset
	Talk key	• Answer a call • Dial a phone number • Open the redial list • Access telephone system functions
	Speakerphonekey	• Answer a call • Dial a phone number • Toggle between handset and speakerphone mode • Access telephone system functions
	Message list	Display call lists / voicemail
	Star key	Activate/deactivate the ringer
	Hash key	Activate/deactivate keypad lock
	Mute key	Mute the microphone
R	R key	R key function → Page 11

R key

Pressing the R key briefly allows different functions to be performed depending on the current operating mode, for example:

- When dialling: insert a pause (for example, between the prefix and the phone number, or when checking a mailbox)
- When conducting a call: place the caller on hold
- When conducting a consultation call: end the consultation call.

Control key

The control key is assigned different functions depending on the operating situation:

Situation	Press top of key	Press bottom of key	Press left side of key	Press right side of key
In idle status	Call volume	Open the handset's local phonebook	-	Open the handset's main menu
During a call	Call volume	Open the handset's local phonebook	-	Select "Loudspeaker Vol", "GAP DTMF", "Base Settings"
In the main menu	Select a menu icon	Select a menu icon	Select a menu icon	Select a menu icon
In lists and menus	Next-higher item in the list	Next-lower item in the list	Next menu level up, cancel	Select an entry (OK)
In the input field	Move the cursor up one line	Move the cursor down one line	Move the cursor to the left	Move the cursor to the right
Change values	-	-	Reduce value	Increase value

Display keys

The handset has two display keys, each with one or two functions. When the key is allocated two functions, press the right or left side of the key to select the corresponding function. The display key assignment depends on the operating status.



Some important display keys include:

Icon	Usage
Options	Open a context-specific menu
OK	Confirm your selection
< C	Delete character by character/word by word from right to left
Back	Go back one menu level/cancel operation
Save	Save input
→→	Open redial list

Menu icons in the main menu

The handset's main menu can be opened by right-clicking the control key.

The menu icons are selected by pressing the left/right and top/bottom of the control key.

Alternatively, you can also press one of the numerical keys, e. g. 4 GHI for "Alarm Clock" or 9 WXYZ for "Settings".

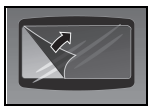
Menu options that are only available in expert mode are marked with the E icon. Expert mode can be set by switching the menu view from simplified to complete. To set, see → Page 32.

Icon	Name	Usage
	Resource Directory	Manage images and tones: • Screensavers • Caller Pictures • Sounds • Capacity
	Bluetooth	Configure Bluetooth interface: • Activation • Search for Headset • Search Data Device • Known Devices • Own Device
	Additional Features	see Resource Directory
	Alarm Clock	Configure alarm call function.
	Call Lists	Open call list if calls are available.
	Voice Mail	Call mailbox if voicemail calls are available on the network answering machine.
	Organizer	Manage appointments: • Calendar • Missed Alarms
	Directory	Manage phonebook

Icon	Name	Usage
	Settings	Configure handset: • Date/Time • Audio Settings – Handset Volume – Handsfree Profiles – (E) Advisory Tones – Silent Alert – Ringtones(Handset) • Display + Keypad – Screensaver – Large Font – Colour Schemes – (E) Display Backlight – Keypad Illumination • Language • Registration – Register Handset – De-reg. Handset – Select Base • (E) Telephony – Auto Answer – Area Codes • (E) System – Handset PIN – Handset Reset – Base Reset • Menu View – Simplified – Complete

Putting the handset into service

Removing the protective cover



Remove the protective cover from the display before putting the handset into service.

Installing the charger

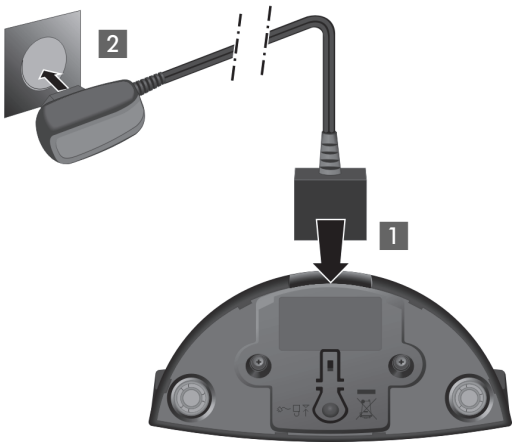
The charger is designed for operation in closed, dry rooms within a temperature range of +5 °C to +45 °C.

Install the charger on a level, non-slip surface.

The phone's feet do not usually leave any marks on surfaces. However, due to the multitude of different varnishes and polishes used on today's furnishings, the occurrence of marks on the surfaces cannot be completely ruled out.

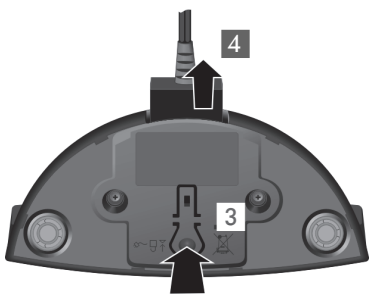
Please note:

- Never expose the telephone to the influence of heat sources, direct sunlight or other electrical devices.
- Protect your OpenStage SL4 professional from moisture, dust, corrosive liquids and fumes.



- Connect the flat plug from the power adapter 1.
- Plug the power adapter into the plug socket 2.

To disconnect the plug from the charger, press the release button 3 and disconnect the plug 4.



Inserting/changing the battery

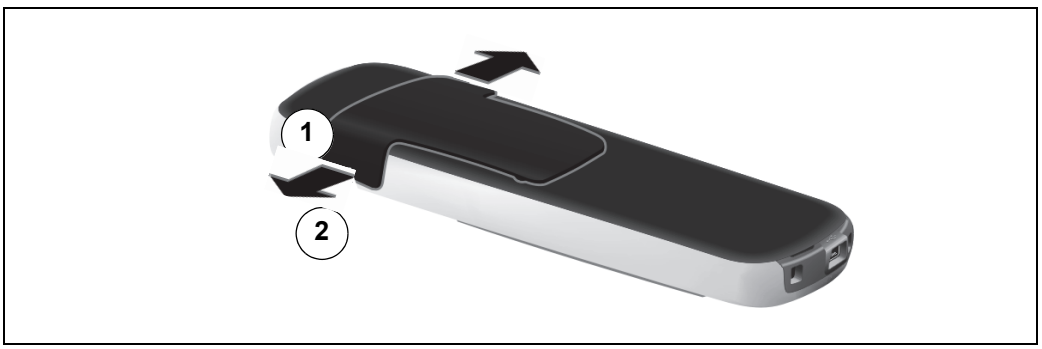
The handset is supplied with an approved battery. The battery is not charged when supplied. It is first charged in the handset.

Caution:

- Please observe the safety notes→ Page 4.
- Only use approved batteries → Page 109!
- Open the battery compartment in a dust-free environment only.
- Your phonebook entries and all settings remain stored even if you remove the battery. The date and time settings will be reset.
- Only remove the battery if it is defective. The battery's life diminishes each time it is removed.

1. If installed: Remove the attachment clip

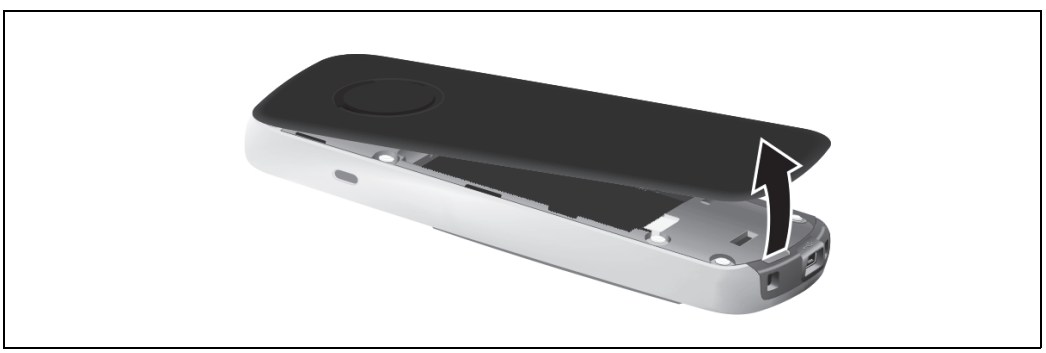
Insert a screwdriver between the attachment clip and the battery cover (1) and force the attachment clip outward (2) until it dislodges.



Likewise dislodge the clip on the opposite side and then remove it.

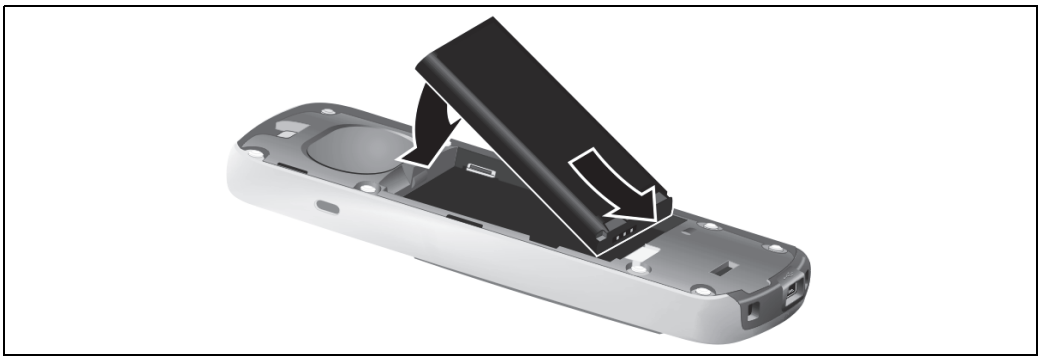
2. Open the battery compartment

Reach into the cavity on the housing and lift up the battery cover.



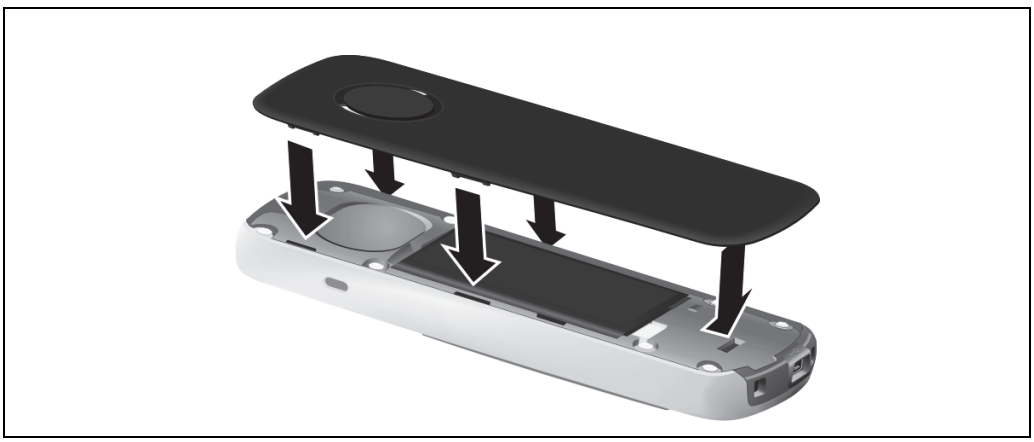
3. Insert/change the battery

Insert the battery ensuring that the contacts meet.



4. Close the battery compartment

First, align the protrusions on the side of the battery cover with the notches on the inside of the casing. Then press the cover until it clicks into place.



Charging and using the battery

To charge the battery, insert the handset into the charging shell with the keypad facing forwards.

Important:

Only place the handset in the designated charger. (for order numbers see → Page 109).

The charging status is indicated by the charge status display:

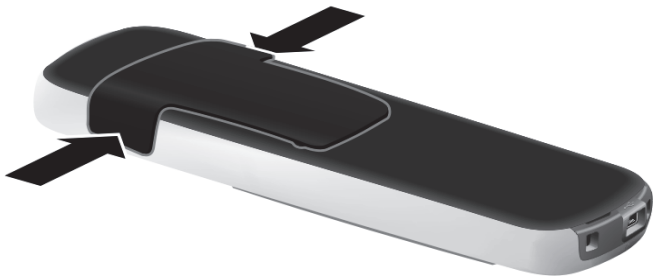
	lighting white: charged over 66%
	lighting white: charged between 34 % and 66 %
	lighting white: charged between 11% and 33%
	lighting red: charged below 11%
	flashing red: battery almost empty (less than 10 minutes talktime)
	lighting white: battery being charged

Note:

- Initial charging: Charge the battery for at least 3 hours without a break, regardless of the charging status icon. Without replacing it in the charging shell, use the handset until the "battery low" beep is heard. This action aligns the charge status display with the operating times of the battery.
- To attain full operating and charging times: After charging, remove the handset from the charger and only replace it when the battery is fully discharged.
- For future charging: you can replace your handset in the charging shell each time it has been used. Charging is electronically controlled which ensures that the battery is charged optimally.

Fitting the attachment clip

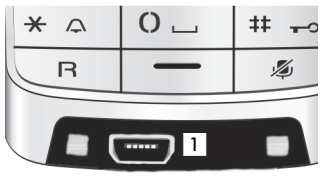
Press the attachment clip onto the back of the handset until the tabs on the sides engage in the recesses on the phone.



Connecting the USB data cable

You can connect a standard USB data cable with a mini-B connector to the underside of your handset in order to synchronise your handset with a PC → Page 95.

Connect the USB data cable to the USB jack (1).



Connecting the headset



N You can connect a headset with a 2.5 mm jack plug to the left side of your handset.

The headset volume corresponds to the setting for the earpiece volume → Page 22.

Setting the handset display language

If your preferred language for handset display texts is not set as the default, you can set this yourself. The language of communication system display texts can only be set by the administrator.

Opening the main menu

Open the handset's main menu.

Opening the first submenu

Select the menu icon and confirm.

Opening the second submenu

Select the menu item and confirm.

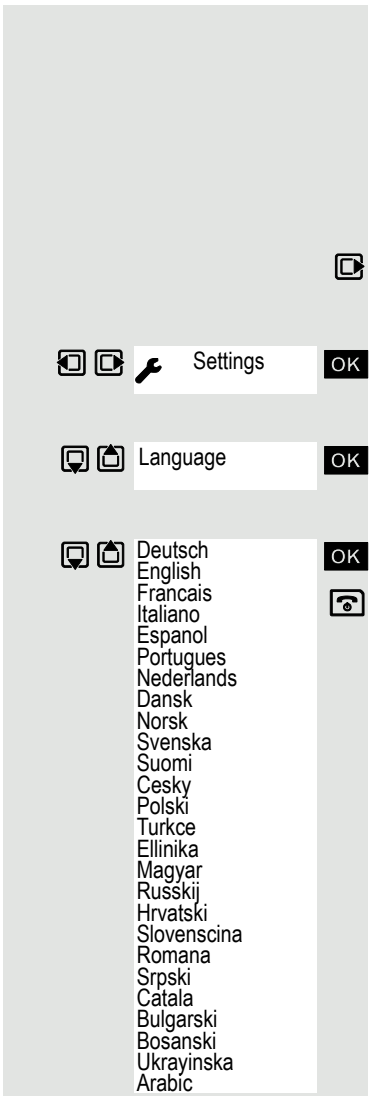
Selecting a language

Select and confirm the language you require.

Press the On-hook key to end the operation.

Caution:

- If you inadvertently set a display language that you do not understand, press "[9wxyz] [5jkl]" and then select the correct language.
- If you want to reset the default display language: → Page 33.



Setting the system display language

If you wish to change the language of the display texts, then you must also change the system language on the handset. A different language can be set for every handset on the system.

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? **OK**

Select the menu item and confirm.

More functions? **OK**

Select the menu item and confirm.

•48=
Select language? **OK**

Select the menu item and confirm.

11=German
... **OK**

Select and confirm the language you require.

Press the On-hook key to end the operation.

Setting the handset

You can change the standard settings of the handset if you are not happy with them.

Setting the speaker volume

During a call

You can adjust the speaker volume during a call via the earpiece or speakerphone using a menu function. The relevant volumes are adjustable depending on whether you are conducting the call via the earpiece or speakerphone.

You are conducting a call.

Press the control key to open the **Handset Volume** menu.

Adjust the earpiece or speakerphone volume.

Save Save the settings.

or The setting will be saved automatically after approx. 3 seconds.

In idle status

You can change the speaker volume via the menu in idle mode.

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

Audio Settings OK — Select the menu item and confirm.

Handset Volume OK — Select the menu item and confirm.



Earpiece / Speaker OK — Select the required menu item.

Define the setting.

Save — Press the display key.

Setting a handsfree profile

- Profile 1
  The optimum setting for most connections and therefore set by default.
- Profile 2
  Optimum volume in handsfree mode. However, this means that the participants cannot speak at the same time as the person speaking is given preferential transmission (making two-way conversations difficult).
- Profile 3
  Optimises two-way conversations, both callers can hear each other, even if they talk at the same time.
- Profile 4
  Optimised for special connections. If the default setting (profile 1) does not provide optimum sound, please give this a try.

In idle status

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

Audio Settings OK — Select the menu item and confirm.

Handsfree Profiles OK — Select the menu item and confirm.

OK — Select handsfree profile (1 to 4).

Selection — Press the display key to save the setting.

Setting advisory tones

Caution:

Can only be set if this menu item is visible. To set, see → Page 32.

The advisory tones have the following meaning:

Advisory	Explanation
Key Tones	Every key press is confirmed.
Confirmation	• Confirmation tone when saving inputs/settings and when placing the handset in the charging shell • Error beep (decrescendo tone sequence) to signal incorrect inputs • End-of-menu beep at the menu end
Battery	The batteries must be charged.

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

Audio Settings OK — Select the menu item and confirm.

Advisory Tones OK — Select the menu item and confirm.

Key Tones / Confirmation / Battery OK — Select the required menu item.

Activate or deactivate.

Save — Save the settings.

Activating/deactivating the vibration alert

Incoming calls and other messages are indicated by a silent alert.

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

Audio Settings OK — Select the menu item and confirm.

Silent Alert — Select the menu item and confirm.

Edit — Press the display key.

Activate or deactivate.

Setting the ringer

Tones and melodies are saved on your handset. If you select the menu items **Volume** and **Melodies**, the ringtone sounds at the current setting.

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

Audio Settings OK — Select the menu item and confirm.

Ringtones(Handset) OK — Select the menu item and confirm.

Volume
Melodies
Time Control
Anon. Calls Silent
OK — Select the required menu item and confirm.

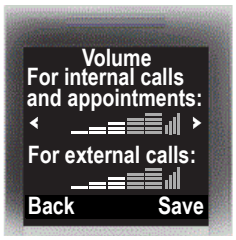
Caution:

The "Anon. Calls Silent" function is not available on your communication system.

Setting the volume

Volume OK — Select the menu item and confirm.

You can choose between three ringer volumes, as well as a crescendo ring (volume increases gradually).



For internal calls and appointments
For external calls — Select the required menu item.

Define the setting.

Save — Press the display key.

Setting melodies

You can set ringing tones differently on your handset for different calls to help you differentiate between calls and appointments:

Melodies OK — Select the menu item and confirm.

For internal calls
For external calls — Select the required menu item.

Define the setting.

Save — Press the display key.

Setting time control for external calls

Specify a time period when you do not want the telephone to ring, for example during the night.

Time Control OK — Select the menu item and confirm.

Specify **On** or **Off**.

If active:

Suspend ring. from / Suspend ring. until — Select the required menu item.

Enter the time.

Save the settings.

Setting ringing tones and pictures with resource directory

The resource directory on the handset manages sounds that you can use as ringing tones and pictures that you can use as caller pictures or screensavers. Calling Line Identification Presentation (CLIP). The resource directory can manage the following media types:

Type	Format
Sounds:	
Ringtones	Internal
Monophonic	Internal
Polyphonic	Internal
Imported sounds	WMA, MP3, WAV
Pictures:	BMP, JPG, GIF
Caller picture	128 x 86 pixels
Screensaver	128 x 160 pixels

Your handset comes with a number of mono- and polyphonic sounds and pictures pre-installed. You can listen to the available sounds and display the pictures.

You can download pictures and sounds from a PC → Page 95. If there is not enough memory available, you must first delete one or more pictures or sounds.

Viewing screensavers and caller pictures / Playing sounds

Open the handset's main menu.

Resource Directory OK — Select the menu icon and confirm.

Screensavers / Caller Pictures / Sounds / Memory OK — Select the required menu item and confirm.

Select the entry.

Screensavers/caller pictures

Show Press the display key.

Toggle between the pictures.

If you have saved a picture in an invalid file format, you will see an error message after selecting the entry.

Press to exit the menu level.

Sounds

The selected sound is played immediately.

Toggle between the sounds.

You can set the volume during playback.

Options Press the display key.

Loudspeaker Vol **OK** Select the menu item and confirm.

Adjust the volume.

Save Save setting.

Renaming and deleting screensavers/caller pictures/sounds

You selected an entry.

Open the handset's main menu.

Resource Directory **OK** Select the menu icon and confirm.

Screensavers
Caller Pictures
Sounds
Memory **OK** Select the required menu item and confirm.

Select the entry.

Options Press the display key. If a picture/sound is blocked (🔒), the options are not available.

Rename **OK** Select the menu item and confirm. The name of the entry can be modified. Length: up to 15 characters. Then confirm your entry.

or

Delete Entry **OK** Select the menu item and confirm. The entry is deleted.

Checking the available memory

You can show how much memory is left.

Open the handset's main menu.

Resource Directory **OK** Select the menu icon and confirm.

Available Memory **OK** Select the menu item and confirm.

Activating or deactivating the ringer

Deactivating the ringer

Hold down the key until a confirmation tone is emitted. The icon appears on the display.

Activating the ringer

Hold down the key until a confirmation tone is emitted.

Deactivating the ringer for the current call

Silence

Press the display key.

Activating or deactivating the alerting tone

You can activate an alerting tone instead of the ringing tone. A short beep sounds for a call instead of the ringing tone.

If the handset is in a call pickup group, a pickup call is also signalled by the warning tone.

Activating the alerting tone

Hold down the key until a confirmation tone is emitted.

Beep on

Press the display key within three seconds.

The alerting tone is activated. The volume of the alerting tone is coupled with the volume of the external ringer.

Deactivating the alerting tone

Hold down the key until a confirmation tone is emitted.

Activating/deactivating automatic call answering

Caution:

Can only be set if this menu item is visible. To set, see → Page 32.

This function allows you to accept calls by removing the handset from the charging shell.

Open the handset's main menu.

Settings OK

Select the menu icon and confirm.

Telephony OK

Select the menu item and confirm.

Auto Answer

Select the menu item.

Edit

Press the display key. The activated function is ticked (☑) and can be deactivated by selecting it once more.

Setting the date and time

The date and time setting can be used to ensure that the date and time are assigned correctly to incoming calls and in order to use the alarm.

The handset date and time are automatically set when you set up a call to another station. If your communication system does not support this function, you can set the date and time manually.

Either:

Open the handset's main menu.

Settings — OK

Select the menu icon and confirm.

Date/Time — OK

Select the menu item and confirm.

or:

If the date and time have not yet been set:

Time

Press the display key.

then:

Enter the date, for example 22.09.2007 = 22092007.

Move the cursor down one line.

Enter the time, for example 19:05 = 1905.

Save

Save the settings.

Caution:

If your communication system does not automatically set the date and time, you must check the setting from time to time and if necessary, correct it.

Setting the display

A number of options are available for setting the display. You can set the screensaver (screen picture), the colour scheme, the font size and the display lighting.

Screensaver/slide show

A picture or slide show (all the pictures are displayed one after the other) from the resource directory → Page 26 or the time can be displayed as a screensaver when the handset is idle. This will replace the idle status display. The calendar, date, time and name are covered as a result.

The screensaver is not displayed in certain situations, for example during a call or if the handset is signed off.

Open the handset's main menu.

Settings **OK** — Select the menu icon and confirm.

Display + Keypad **OK** — Select the menu item and confirm.

Screensaver — Select the menu item.

Edit — Press the display key.

Activation:

Activate or deactivate.

Selection:

Move the cursor down one line.

Select the required entry. **Digital Clock** and **Analog Clock** show the current time as a screensaver in large digits on the display.

View — The selected screensaver is displayed.

or

Save — Save the settings.

Setting large font

You can increase the font size of print and symbols in call lists and the directory to improve readability.

Open the handset's main menu.

Settings **OK** — Select the menu icon and confirm.

Display + Keypad **OK** — Select the menu item and confirm.

Large Font — Select the menu item.

Edit — Press the display key.
(☑ = on).

Colour scheme

Five colour schemes are saved on your handset. By selecting a colour scheme you define the colours to be used for the font, menu items and background.

If you change to a different colour scheme during a setting, it is immediately previewed to show how it will appear later for all menus.

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

Display OK — Select the menu item and confirm.

Colour Schemes OK — Select the menu item and confirm.

Select the entry.

Selection — Press the display key.

Illumination

Caution:

Can only be set if this menu item is visible. To set, see → Page 32.

You can set whether the display should light up when the handset is in or out of the base/charging shell. If it is activated, the display stays dimmed. When the display backlight is disabled, the display lights up again the next time any key is pressed. The key has no other function in this case.

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

Display OK — Select the menu item and confirm.

Backlight OK — Select the menu item and confirm.

In Charger:

Activate or deactivate.

Out of Charger:

Move the cursor down one line.

Activate or deactivate.

Save — Save setting.

Setting keypad illumination

The brightness of the keypad illumination can be set to one of five levels.

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

Display + Keypad OK — Select the menu item and confirm.

Keypad Illumination OK — Select the menu item and confirm.

Select 1 (darkest) to 5 (brightest).

Save — Save setting.

Setting the conversion list for vCard transfer

Caution:

Can only be set if this menu item is visible. To set, see → Page 32.

See also **Gigaset QuickSync** → Page 95.

Phone numbers are usually specified as follows in e-mail programs, such as Microsoft Outlook for example: +49 (05251) 820776. The handset is unable to use this format, however, to dial the phone number. If the phone number above is a local fixed network number, it is converted to 0820776, for instance, when dialled. The conversion pairs are defined in the conversion table and can be modified if they deviate from the default values.

Consult your system administrator about the conversion rules that apply to your handset.

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

Telephony OK — Select the menu item and confirm.

Area Codes OK — Select the menu item and confirm. The conversion table is displayed.

Change entry
Press the up/down control key to navigate to another input field; Press the left/right control key to move the cursor within an input field.

Save — Save setting.

Press the On-hook key to end the operation.

Setting the menu view

You can decide whether only a selection of the most important menu items or all menu items are to be shown in the menus.

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

Menu View OK — Select the menu item and confirm.

Selection — Select and set **Simplified** or **Complete**.

Press the On-hook key to end the operation.

Resetting the defaults

Caution:

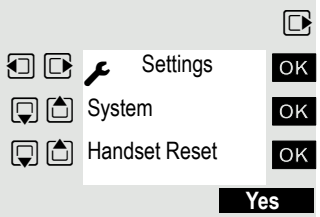
Can only be set if this menu item is visible. To set, see → Page 32.

This function allows you to reset your mobile phone to the defaults, for example, if you want to pass it on to someone else or reset it.

The handset features are handled as follows:

Feature	Action
Sound settings	are reset
Select and confirm the language	set to English
System registration	is retained
Phonebook	is retained
Redial list	is retained
Date and time	is retained
Entries in the calendar	are retained
Content of resource directory	is retained

Resetting



Open the handset's main menu.

Select the menu icon and confirm.

Select the menu item and confirm.

Select the menu item and confirm. A security check question appears.

Confirm the security check question. The handset is returned to the default.

Caution:

For information about also deleting the handset's local phonebook see: → Page 52.

Default settings

Setting	Explanation/notes	Levels	Default state
Tones and signals	Ringer volume	5	5
	Ringer melody, external	22	01
	Ringer melody, internal	22	03
	Alerting tone	-	off
	Earpiece volume	5	3
	Volume in speakerphone mode	5	3
	Timed reminder		
	Melody	22	1
	Volume	5	Crescendo
	Key tones, audible each time a key is pressed	-	on
	Warning tone, audible approximately five minutes before the battery expires	-	on
	Confirmation tone, indicates whether actions were successful or unsuccessful	-	on
Auto. answer	Call is automatically accepted by removing the handset from the charging shell	-	on
Select base	Select the base	4	retained
Lighting	Display lighting	-	in charging shell: on/out of charging shell: off
Screen picture	Display in idle status	-	on, analogue clock
Character set	Available character set	-	Standard
Select and confirm the language	Select different languages	26	English
Bluetooth	Bluetooth activation	-	off

Conducting calls – the basic functions

You can use your handset to make both internal and external calls.

Internal calls are calls that

- you make within the range of a communication system, for example, within your company,
- you make between networked communication systems, for example, to different company locations.
- External calls are calls that you conduct with users of the public telephone network.

Activating/deactivating the handset

Press the On-hook key until the activation or deactivation is confirmed by a signal.

PIN

If the default PIN has not been changed (0000), the handset is ready for operation as soon as it is switched on. If a PIN was set, it must be entered before the handset can be operated.

Please enter PIN:

Enter the PIN.

OK

Confirm your entry. The handset is ready to use.

Displaying the connection quality

The strength of the incoming signal is displayed by the "receive field strength" icon in idle status:

	Flashing, no reception
	Low receive field strength
	50% receive field strength
	75% receive field strength
	100% receive field strength

The radio range is different indoors and outdoors → Page 108. Please consult your system administrator in the event of range problems.

Charging the battery

You may only use the charging shell provided for the handset.

The handset charges when sitting in the charging shell, even when deactivated. If the handset is active, the charging status display flashes on the display.

If the handset deactivates because the battery is flat, it automatically reactivates and is ready for operation as soon as you place it in the charging shell. The charging operation starts. If a PIN was set, it must be entered first to allow charging to start.

Select and confirm the language

If your preferred language for the display texts is not set, you can set this yourself → Page 20.

First seize the line, then dial

or

When the handset is in idle status: Press and hold the Talk or Speakerphone key.

Enter the number you wish to dial. The user will be called.
Typing errors cannot be corrected. In case of typing errors: Press the On-hook key.

Either:

The station answers. You are conducting the call.

or:

Feature not available.

The user is busy. You are routed to the other party's mailbox (if configured) or can program a callback request → Page 38.

Please replace handset.

Press the On-hook key to end the operation.

Dial first, then seize the line

Dialling preparation

and possibly C

Enter the required phone number and correct individual characters as necessary using the "Delete" Display key.

R Press for 2 seconds

Insert a dial pause. A "P" appears between the digits entered. You may have to insert a pause, forexample, between the prefix and the phone number or when checking a mailbox.

Caution:

The dialling preparation function is also available with number redial and when dialling from the handset's phonebook (→ 📖).

Dialling

or

Press the Talk or Speakerphone key. The user will be called.

Either:

The station answers. You are conducting the call.

or:

Feature not available.

The user is busy. You are routed to the other party's mailbox (if configured) or can program a callback request → Page 38.

Please replace handset.

Press the On-hook key to end the operation.

Manual redial

The last 20 phone numbers dialled are saved in the redial list. A phone number that was dialled several times is only saved once.

When the handset is in idle status: Press the Talk or Speakerphone key briefly. The redial list is displayed.

Select the required telephone number.

if nec. **Show** If you want to see details of the selected phone number: Press the display key.

Either:

or Press the Talk or Speakerphone key briefly. The connection is set up.

or:

Options Open the redial menu. The menu contains the following functions → Page 46:

- Copy to Directory
- Automatic Redial
- Display Number
- Delete Entry
- Delete all

Display Number **OK** Select the menu item and confirm.

Change or complete the phone number, for example, with DDIA.

or Press the Talk or Speakerphone key briefly. The connection is set up.

Callback

This function enables you to call a user who does not answer or whose line is busy. The Callback function enables you to contact him as soon as he hangs up or re-uses his telephone. Please note that a line is signalled as busy when it is being called by another user. You can continue to use your handset without restriction when a callback has been booked.

You can also send a callback request as a message → Page 84. This function can also be called by entering the code → Page 103.

Booking a callback

The number is dialled. You hear the busy tone or the user does not answer.

Callbck Save the callback request.

Press the On-hook key to end the operation.

You receive a callback

You will receive the callback as soon as the user you want has hung up or the first time he uses his telephone. The following appears on your handset display "Callback:...".

or Press the Talk or Speakerphone key briefly. The connection is set up.

Caution:

Callbacks are repeated until a connection is established or until the callback is deleted. A handset can initiate up to five callbacks and can be the destination for up to five callback requests. If these conditions are met, any further callbacks are rejected.

Deleting a callback request

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

More functions? OK

Select the menu item and confirm.

#58=View callbacks? OK

Select the menu item and confirm.

Select the entry.

Mnu

Open the additional menu.

Delete? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Consultation

You interrupt your call to consult with a user (including external users) and then resume the original call.

You are conducting a call.

Activating and conducting an enquiry/consultation call

R or Enquiry

Activate enquiry. The current call is placed "on hold", so that the first user waits.

Enter the phone number for the consultation call.

The number is dialled. The station answers. The consultation starts.

The second user is busy or does not answer

Press the display key to cancel the consultation. You are reconnected with the first party.

During the consultation you can

- book a callback → Page 38,
- activate call waiting → Page 68 or
- busy override→ Page 70.

The consultation is ended and you return to the waiting call

Either:

The second user hangs up. You are reconnected with the first party.

or:

Menu

Open the system menu.

↓ ↑ Quit and return? OK

Select the menu item and confirm.

You will be connected to the first party again. The second partner hears the busy tone and hangs up; an OpenStage handset hangs up automatically.

However, you can also

- toggle between the partners → Page 72,
- set up a conference → Page 72 or
- transfer the waiting partner to the second partner → Page 70.

Answering or rejecting a call

Accepting a call

Your handset rings → Page 28. The caller information appears on the display. The name and/or telephone number of the caller can be displayed. You have the following options for answering a call:



The handset is in the charging shell: Remove the handset from the charging shell (only works if "Auto Answer" is active) → Page 28.

or

The handset is not in the charging shell. Press the Talk key or Speakerphone key.

When you have accepted the call you can:

- transfer the call → Page 70,
- place the call on hold and consult with someone else in the room → Page 71,
- place the call on hold and call a second partner → Page 39 in order to forward → Page 70 or toggle the call → Page 72 or to set up a conference → Page 72.

Rejecting a call

If you do not wish to be disturbed, you can reject the call.

Reject call

Confirm the message displayed with one of the two display keys. The call is rejected and the caller hears the busy tone. You are routed to the other party's mailbox (if configured) or can program a callback request → Page 38.

Picking up a call in a call pickup group

You can use your handset to pick up calls to telephones within your call pickup group (set by the service engineer). This is also possible when you are conducting a call.

Prerequisite:
You hear that a telephone in your call pickup group is ringing.

Press and hold down the Talk key. The message "Call for:" appears on the display.

Menu — Open the system menu.

Group Pickup? OK — Select the menu item and confirm.

You are conducting the call.

Ending a call

or — Press the On-hook key briefly or place the handset in the charging shell.

The call charges are displayed, depending on the communication system.

Forwarding calls

This function is for when you leave your desk for a while and want certain calls to be forwarded to your new location. The forwarding destination for internal calls can be any internal or external phone number. The destination number is usually an external phone number because you can be reached internally anytime by means of your handset.

Activating call forwarding

or — Press and hold the Talk or Speakerphone key.

Menu — Open the system menu.

Forwarding on? OK — Select the menu item and confirm.

Either:

1=all calls? OK — Select the menu item and confirm.

or:

2=external calls only? OK — Select the menu item and confirm.

or:

3=internal calls only? OK — Select the menu item and confirm.

then:

Enter the destination number.

Save — Save the settings.

Press the On-hook key to end the operation.

Caution:

The external code must be entered before external phone numbers.

Deactivating call forwarding

Prerequisite:
The room monitor function is activated.

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Divert cancelled? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Activating or deactivating the keypad lock

This feature protects against accidentally pressing buttons when the handset is in a pocket, forexample. The keypad lock turns off automatically when a call comes in and turns back on when the call has ended.

Press the hash key until the activation or deactivation is confirmed by a signal.

A key icon on the display indicates that the keypad lock is active.

After leaving the radio network

The message "No base" flashes on the display. The handset repeatedly attempts to synchronise with a base. The intervals between synchronisation attempts increase on account of the integrated power saving function.

You can switch off your handset to save the battery.

Conducting calls – enhanced functions

Speakerphone mode

Features

Speakerphone mode offers you the following advantages:

- Other persons can listen to and participate in the call.
- Your hands are free.
- When dialling, you can hear the ring tone, for example, without having to lift the handset to your ear.

Speakerphone mode can be used effectively up to a background noise level of 50 dB (A).

Activating speakerphone mode

Speakerphone mode can be activated during a call, when dialling or when answering a call:

Press the speakerphone key. Inform the other party when you want to activate the speakerphone to let others listen in.

Caution:

Make sure you switch back to handset mode before you return the telephone directly to your ear. In this way you can avoid causing damage to your hearing.

Switching between speakerphone and handset mode

Press the speakerphone key. The handset switches from speakerphone to handset mode or vice versa.

Caution:

If you wish to replace the handset in the charging shell during a call, for example because the battery is flat, hold down the Speakerphone key to prevent the call from being cleared down.

Setting the speakerphone volume

The volume can be set during a call → Page 22.

Conducting calls with the headset

The handset can be used with a corded and cordless headset.

Corded headset

You can connect a corded headset via the jack on the side of the handset. The headset must have a (2.5 mm) jack plug.

The earpiece and microphone functions are activated on the headset once it is connected.

Cordless headset

You can use a cordless Bluetooth headset with your handset. This means your hands are free while making calls and there are no annoying cables, for example, when you are working at your computer or when you are on the road.

Your Bluetooth headset must be registered on your handset before you can use it for the first time. After this, you can continue to use your Bluetooth headset until you decide to deregister it.

Caution:
- If you register a headset, any headset that is already registered will be overwritten.
- If you would like to use a headset with your handset that is already registered to another device (e.g. to a mobile phone), please deactivate this connection before you start the registration process.
- Theoretically, third parties can tap Bluetooth connections.
- To improve protection against unauthorised tapping, deregister any Bluetooth devices you no longer require.

During a call, a second caller is not signalled at the Bluetooth headset.

Registering a Bluetooth headset at the handset



Set the headset to login mode (see the user manual supplied with your headset).

Open the handset's main menu.

ò Bluetooth — OK

Select the menu icon and confirm.

Search for Headset — OK

Select the menu item and confirm. The handset searches for a Bluetooth headset and sets up a wireless connection. The names of the devices found are displayed.

Found Devices
S55 Headset

Select the required headset.

Options

Press the display key.

Trust Device — OK

Select the menu item and confirm.

agreed PIN: — OK

If necessary, enter and confirm the Bluetooth PIN for your headset (see the user manual supplied with your headset). The device is saved in the list of known devices.

Activation ☑

The Bluetooth interface is automatically activated on your handset. The active Bluetooth function is ticked.

Conducting calls via the Bluetooth headset



If a Bluetooth headset is registered at the handset, the Bluetooth headset is activated immediately upon dialling.

Accepting a call on the Bluetooth headset



The headset uses a call tone to signal an incoming call. Press the Talk key on the Bluetooth headset (see the user manual supplied with your headset).

Switching from the Bluetooth headset to the earpiece or speakerphone during a call

You are conducting a call via the Bluetooth headset.

or

Press the Talk key or Speakerphone key on the handset. The Bluetooth headset is disconnected. You can continue the call directly on the handset.

Deregistering the Bluetooth headset at the handset

To improve protection against unauthorised tapping, deregister the Bluetooth headset at the handset if you no longer wish to use it.

Open the handset's main menu.

Ò Bluetooth **OK**

Select the menu icon and confirm.

Known Devices
S55 Headset **OK**

Select the menu item and confirm. The name of the registered or detected Bluetooth headset is displayed.

Options

Press the display key.

Delete Entry **OK**

Select the menu item and confirm. The Bluetooth headset is deregistered and can no longer be detected by the handset.

Switching to mute

You can deactivate your handset's microphone during a call.

Press key to mute the handset. The display shows **Microphone is off**.
Press the key again to reactivate the microphone.

Number redial

The last 20 phone numbers dialled are saved in the redial list. A phone number that was dialled several times is only saved once.

If you tried to call a party from the handset's telephone directory, the name of the party is displayed in case of number redial. For information on manual number redial, see → Page 38.

Automatic redial

The phone number is automatically redialled ten times at 20-second intervals. Speakerphone mode is automatically activated, the Speakerphone key flashes. The function is deactivated after ten unsuccessful attempts and when a call is made in the interim.

Press the Talk key. The redial list is displayed.

Select the required telephone number.

Options Press the display key.

Automatic Redial **OK** Select the menu item and confirm. Automatic redial is activated.

Either:

The user answers and you conduct the call.

or:

OFF If you wish to cancel the function: press the Display key or any key.

Deleting a redial entry or list

Press the Talk key. The redial list is displayed.

Select the required telephone number.

Options Press the display key.

Either:

Delete Entry **OK** Select the menu item and confirm. The telephone number is deleted.

or:

Delete All **OK** Select the menu item and confirm. The redial list is deleted.

Press the On-hook key to end the operation.

Adding a telephone number to the redial list

During dial preparation, you can add a number from your handset's redial list to your phonebook.

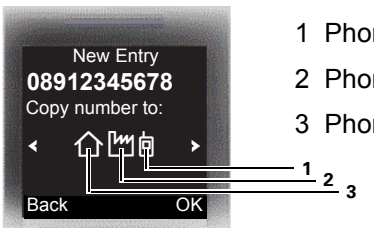
Press the Talk key briefly. The redial list is displayed.

Select the required telephone number.

Options Press the display key.

Copy to Directory **OK** Select the menu item and confirm. The phonebook is displayed.

<New Entry> **OK** Select the menu item and confirm. The following selection mask appears:



1 Phone (Mobile)
2 Phone (Office)
3 Phone (Home)

Select the icon for the required phone number type under which the phone number is to be added.

OK Confirm your entry.

Enter the remaining contact information, such as the first name and surname. For further information, see → Page 52 and → Page 53.

System speed dialling

Your system administrator can save up to 1000 external phone numbers as system speed dialling destinations in your communication system. You can dial these speed dialling destinations with a three-digit code (000 - 999).

Dialling a system speed dialling destination

or Press and hold the Talk or Speakerphone key.

Menu Open the system menu.

Service? **OK** Select the menu item and confirm.

*7=Use speed dialing? **OK** Select the menu item and confirm. This function can also be activated directly by entering the appropriate code → Page 103.

Enter the required code (3 digits, 000 - 999).

Caution:

The saved speed dialling destinations and the associated codes can be obtained from the organisational unit responsible for administering the communication system.

Dialling a system speed dialling destination with suffix-dialling or a DID number

System speed dialling destinations can be saved in your communication system and then dialled by means of suffix-dialling or DDIA. These speed dialling destinations let you enter an additional suffix-dialling or DID number up to five seconds after entering the three-digit service code. If you do not make an entry within this time frame, the default suffix-dialling number, forexample, "0" for the exchange, is dialled.

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*7=Use speed dialing? OK

Select the menu item and confirm.

Enter the required code (3 digits, 000 - 999).

Within five seconds: enter the suffix-dialling or DID number.

System speed dialling, individual

You can save up to ten external phone numbers as speed dialling destinations for your handset in your communication system. These speed dialling destinations are dialled using a 2-digit code (*0 to *9). Please note that you may need to save an external code in front of the phone number.

This function can also be called by entering the code → Page 103.

Setting up an individual speed dialling destination

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*92=Change Speed Dial? OK

Select the menu item and confirm.

Abb. dial no:

Call the first destination.

Call the next destination.

Mnu

Open the additional menu.

Change entry? OK

Select the menu item and confirm.

Enter the external phone number (with external code).

Save

Save the settings.

Press the On-hook key to end the operation.

Dialling an individual speed dialling destination

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*7=Use speed dialing? OK

Select the menu item and confirm.

Abb. dial no:

Enter the code for the speed dialling destination.

System phonebook

If the system administrator has entered a name for at least one internal user or system speed dialling destination, then you can use the system phonebook for dialling.

Opening the system phonebook

or

Press and hold the Talk or Speakerphone key.

Phonebk

Open the system phonebook. The first entry is displayed on the screen.

If applicable:

1=intnl OK

If several phonebooks have been configured: Select the menu item and confirm.

Finding an entry

Enter the first letters of the name you are looking for (see → Page 50). The name is searched for.
The search result becomes more precise as each letter is entered, i.e. the number of names found is reduced.

Select the user you want.

Dial entry

OK

Confirm your selection. The selected number is called.

Quitting the redial list

Press the display key.

Caution:

Phone numbers dialled from the system phonebook are not stored in the redial list.

Telephone database (LDAP)

If your company has an LDAP telephone database and access to it is configured in your communication system, you can query it with your handset. This LDAP telephone database can contain far more entries than the phonebook on your communication system or your handset. The LDAP telephone database is installed on an LDAP server. This telephone database is accessed over the LDAP Internet protocol (Lightweight Directory Access Protocol).

This function can also be called by entering the code → Page 103.

Activating the LDAP telephone database

or

Press and hold the Talk or Speakerphone key.

Phonebk

Press the display key.

If applicable:

2=LDAP OK

If several phonebooks have been configured: Select the menu item and confirm.

Entering a name and finding an entry

You can now enter the name via the handset's keypad. Each key is assigned several letters and each letter is selected by pressing the key an appropriate number of times. For example, you have to press the "7" key three times to enter an "r".

Enter the name you want to find (maximum 16 characters). Partial entries are accepted, for example "mei" for Meier. The more characters entered, the more precise the search result.

If configured, you can search for first and last names. First and last names must be separated by a space. Do this by pressing the "0" key. Partial entries are accepted, forexample, "mei P" for "Meier Peter".

If applicable:

Delete Character? OK

If you wish to delete an incorrect letter entered by mistake: Select the menu item and confirm.

then:

Search? OK

Select the menu item and confirm. The system starts to search for the entry. This can take a few seconds. The entries found are then displayed.

Select entry

Either:

If a single entry is found, it is displayed.

Call? OK

Select the menu item and confirm. The user will be called.

or:

If more than one entry is found, the first entry is displayed. A maximum of 50 hits can be displayed.

Scroll Next? OK

If you wish to scroll forward: Select the menu item and confirm.

Scroll Previous? OK

If you wish to scroll backward: Select the menu item and confirm.

Call? OK

Select the menu item and confirm. The user will be called.

If no entries were found

If no entries were found, you can extend the search range by deleting some of the characters entered.

↓ ↑ Change search string? OK

Select the menu item and confirm. You can now change your search entry.

If too many entries were found

The hit list is not displayed in full if more than 50 entries matching your search query were found. We recommend narrowing down the search by entering more characters. However, even if you do not do this, you can still display the entire hit list, select the required entry and call the selected party.

Either:

↓ ↑ Change search string? OK

Select the menu item and confirm. You can now change your search entry.

or:

↓ ↑ Show results? OK

Select the menu item and confirm. The hit list is displayed.

The handset's phonebook

You can save contact information for frequent call partners in the phonebook. Once a phone number has been saved in this way you no longer have to enter it in full when you want to call someone. All you have to do is select the required phonebook entry.

You can save a total of 500 entries at most in the phonebook.

Gigaset QuickSync → Page 95 is a software application for transferring data between your cordless OpenStage phone and your PC. You can use it at your phone to load data from your PC to your OpenStage over a data cable or Bluetooth and synchronise contacts with Microsoft Outlook, Microsoft Outlook Express and contacts in Microsoft Windows.

You can save the following contact information for every entry in the phonebook:

Information	Explanation
First Name*, Surname	A name must be entered in at least one of the fields. Each name can contain up to 16 characters.
Phone (Home), Phone (Mobile)*, Phone (Office)*	A number must be entered in at least one of the fields. Each number can contain up to 32 digits.
E-mail*	E-mail address with up to 60 characters. The special character "@" can be inserted after pressing the asterisk key.
Anniversary	You can select either "On" or "Off". If "On" is selected: • Anniversary (Date): Day/month/year, 8 digits* • Anniversary (Time): Hour/minute, 4 digits, for reminder call • Anniversary (Signal): Type of signalling, acoustic or visual (time specification not necessary)
Caller Melody (VIP)	Mark a directory entry as a VIP (Very Important Person) by assigning a specific ringtone to it.
Caller Picture*	Display a picture for an incoming call when CLIP is active. **Caution:** This function is not supported by the system and should therefore not be used.

* = new for vCard format

Saving an entry

Open the phonebook.

New Entry OK — Select the menu item and confirm. The input mask is displayed.

Enter the relevant information, see above.

Jump to the next line.

... etc.

Functions for text input:

#	Switches mode from abc to Abc, from Abc to 123 and from 123 to abc If predictive text is off: press the key briefly. If predictive text is on: press and hold down the key.
C	Deletes the letter to the left of the cursor.
*	Opens the table of special characters.

Save — Save the settings.

Press the On-hook key to end the operation.

Changing the sequence of entries:

The phonebook entries are generally sorted in alphabetical order by surname. Spaces and digits have first priority here. If the phonebook only contains a subscriber's first name, this is listed instead of the surname in the sequence.

The sort sequence is as follows:

1. Space
2. Digits (0 - 9)
3. Letters (alphabetical)
4. Other characters

If you want to change the sequence of entries in the alphabetical list, you could insert a space or a digit before the first letter of the surname. These entries then move to the top of the phonebook. Names preceded by an asterisk are listed at the end of the phonebook.

Finding and dialling an entry

Open the phonebook.

or — You can scroll to the required entry or enter the first letter of the relevant entry. If necessary, press a key several times in succession to enter the required letter.

Either:

Press the Talk key. The assigned phone number is dialled.

or:

Options — Open the menu.

Display Number OK — Select the menu item and confirm. The number is displayed.

Change or complete the phone number, forexample, with DDIA.

Press and hold down the Talk key.

Dialling an entry with the speed dialling digit

You can call up and dial the phone number associated with an entry to which you assigned a speed dialling digit by simply pressing this speed dialling digit → Page 94.

Press and hold down the required speed dialling digit. The assigned phone number is dialled.

Viewing an entry

Open the phonebook.

or

You can scroll to the required entry or enter the first letter of the relevant entry. If necessary, press a key several times in succession to enter the required letter.

Show

Press the display key. The entry's data is displayed.

Changing to the list

Edit or **Options**

Select

or

Press the On-hook key to return to the list.

Changing an entry

Open the phonebook.

or

You can scroll to the required entry or enter the first letter of the relevant entry. If necessary, press a key several times in succession to enter the required letter.

Either:

Show **Edit**

Press the display keys one after the other. The entry's data is displayed.

or:

Options

Press the display key.

Edit Entry **OK**

Select the menu item and confirm. The entry's data is displayed.

then:

Enter changes.

Save

Press the display key.

Press the On-hook key to return to the list.

Deleting an entry or phonebook

Open the phonebook.

Select the entry you want.

Options

Press the display key.

Either:

Delete Entry **OK**

Select the menu item and confirm. The telephone number is deleted.

or:

Delete List OK

Select the menu item and confirm. A security check question appears.

Yes

Confirm the security check question. The phonebook is deleted.

Press the On-hook key to end the operation.

Displaying available memory

Open the phonebook.

Select any entry.

Options

Press the display key.

Available Memory OK

Select the menu item and confirm. The amount of memory used and available is displayed.

Press the On-hook key to end the operation.

Sending an entry or phonebook to the handset or system

You can send individual entries or the entire phonebook to other handsets or to the communication system.

For phonebook transfer in vCard format via Bluetooth see → Page 96.

If your handset and the recipient's handset have phone numbers between 1 and 99, you can send or receive a list or entry directly from one handset to the other. If the handsets' phone numbers start at 100, you must first send the list or entry to the communication system. The recipient can then use his or her handset to download the list or entry from the communication system.

Restrictions when copying over the communication system

The entries in the handset's phonebook are stored in vCard format → Page 52. The communication system, however, uses another format. This can cause loss of phonebook entry information. The features that are new for the vCard format are indicated in the table → Page 52 by "new for vCard format". The phone numbers are not affected.

Sending a list/entry

Open the phonebook.

Select the entry you want.

Options — Press the display key.

Either:

Copy All — OK — Select the menu item and confirm.

or:

Copy Entry — OK — Select the menu item and confirm.

then:

Enter the station number. The following phone numbers are possible:

- 1... 98 – the list or entry is sent directly to the recipient's handset.
- 00 – the list or entry is sent to the communication system and can then be downloaded by any handset.
- 99 – The list or entry is sent to the communication system and can then only be downloaded by your handset.

OK — Confirm your entry. The list or entry is sent.

If a phone number from 1 to 98 was dialled, the list or the entry is automatically received by the recipient's handset.

Loading a list or entry from the communication system

Prerequisite: You sent an entry or list to the communication system by dialling the phone number 00 or 99.

or — Press and hold the Talk or Speakerphone key.

Menu — Open the system menu.

Service? — OK — Select the menu item and confirm.

Load list buffer? — OK — Select the menu item and confirm.

Press the On-hook key once. You will receive a call from the system and the transfer starts once you answer this call.

Deleting a list or entry in the communication system

Prerequisite: A currently unused list or entry is saved on the communication system.

If the handset with phone number 00 was used to send the list or entry to the communication system, any handset can be used to delete this list or entry. If the list or entry was sent by the handset with the phone number 99, the list or entry can only be deleted by the handset that sent it.

or — Press and hold the Talk or Speakerphone key.

Menu — Open the system menu.

Service? — OK — Select the menu item and confirm.

Erase list buffer? — OK — Select the menu item and confirm. The handset starts to delete the list/entry.

Press the On-hook key to end the operation.

Directed assignment of an MSN (multiple subscriber number)

Multiple subscriber numbers are phone numbers belonging to an ISDN multiple device line. They are used for the directed addressing of terminals, for example when a fax machine has a separate number. Before selecting an external connection, you can directly assign a configured multiple subscriber number. The assigned number then appears on the called party's display.

This function can also be called by entering the code → Page 103.

or

Press the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

•41=Temporary MNS? OK

Select the menu item and confirm.

MSN no.111

Enter the required multiple subscriber number.

111:

Enter the required external phone number. The phone number is dialled.

Making calls using identification codes

In the case of calls you make to external partners, you can enter and charge the call costs on the basis of individuals, customers, accounts and private calls, forexample, by means of account codes. The account code (ACCT) can contain up to 11 characters and is included in the data printout. The ACCT is only transferred after a call has been completed. The ACCT can be entered before and during the external call.

Caution:

The call costs can only be assigned using call detail recording software, which must be set up by System Support.

This function can also be called by entering the code → Page 103.

or

Press the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

•60= Account code? OK

Select the menu item and confirm.

Project Code:

Enter the required account code (optional).

Save

Save the settings.

Please dial.

Enter the external phone number. The phone number is dialled.

Caution:

If a call is transferred, the costs are still assigned to the ACCT entered.

Using the handset as a second line

You can use your mobile phone for an outgoing call as if it were another line (temporary phone).

This function can also be called by entering the code → Page 103.

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*508=Temporary Phone? OK

Select the menu item and confirm.

Home Extn. no.:

Enter the internal phone number for the relevant line.

PIN no: <Name>

Enter the code (lock code) for the relevant line → Page 101. Do not use the default phone code (00000) for the user.
If there is no personal code for the relevant line, the system will prompt you to enter the code.

<Name>: ...

Enter the number you wish to dial. The phone number is dialled.

The "Temporary phone" function is discontinued again after the call is complete.

Deactivating the phone number display

Your service engineer can deactivate the display of your phone number and name on the called party's display for external outgoing calls. You can also activate and deactivate the phone number display on your own handset yourself.

Deactivating the phone number display

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Suppress call ID? OK

Select the menu item and confirm.

Call ID suppressed

Press the On-hook key to end the operation.

Activating the phone number display

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Restore caller ID? OK

Select the menu item and confirm.

Call ID restored

Press the On-hook key to end the operation.

Caution:

Activation and deactivation of the phone number display relates to external or networked connections. An external provider must support this function.

Directed call transfer

You can transfer calls to other telephones to your handset. This is also possible when you are conducting a call.

This function can also be called by entering the code → Page 103.

Another telephone rings.

or Press and hold the Talk or Speakerphone key.

Menu Open the system menu.

Service? **OK** Select the menu item and confirm.

*59=Pickup - directed? **OK** Select the menu item and confirm. The called user is displayed.

Mnu Open the additional menu.

Either:

Accept call? **OK** Select the menu item and confirm.

or:

Note:
If several users are called simultaneously, only the first user called is displayed. However, you can transfer by entering the phone number of any of the users called.

Select extension? **OK** Select the menu item and confirm.

then:

You are conducting the call.

Activating/deactivating do not disturb

You can block calls to your handset on a temporary basis, while still being able to make calls yourself. Internal callers hear the busy tone, while external callers reach another telephone defined by the service engineer (intercept position). Authorised internal callers automatically override the DND feature after five seconds.

Activating do not disturb

or Press and hold the Talk or Speakerphone key.

Menu Open the system menu.

Do Not Disturb ON? **OK** Select the menu item and confirm.

Press the On-hook key to end the operation.

Deactivating do not disturb

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Do Not Disturb OFF? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Call charge display

After a call has ended, the display shows the connection charges for the current call as standard. If the costs are to be displayed continuously during an outgoing call, this function must be requested from the carrier.

Note:
If a call is transferred, the costs are assigned to the telephone to which the call was transferred from this point onwards.

You can check and display the call charges for your phone number as a total for a period that can be set by the service engineer.

First the call charges for the last charged call are displayed. The total call charges are displayed after five seconds.

This function can also be called directly by entering the code → Page 103.

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*65=Show call charges? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Call tracing

You can apply to your carrier for "call tracing" on malicious calls. An authorised extension is then in a position to request the identification of the phone number.

This also works for 30 seconds after the malicious caller has hung up. However, you should not hang up.

This function can also be called by entering the code → Page 103.

You receive a malicious call.
Do not hang up.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*84=Trace call? OK

Select the menu item and confirm. The caller is identified in the attendant console.

Press the On-hook key to end the operation.

Entrance telephone

If the service engineer has set up an entrance telephone, you can speak to the door intercom and activate the door opener from your handset.

If you are authorised to release a door, then a user can open the door by entering a five-digit code (forexample, by means of a DTMF transmitter or installed key-pads).

Some of the functions described below can also be called directly by entering the relevant code → Page 103.

Talking to a visitor by means of the door opener equipment

Your handset rings.

Either:

Press the Talk key within 30 seconds. You are connected to the entrance telephone immediately.

or:

If more than 30 seconds have passed: Press and hold down the Talk key.

Enter the internal phone number for the door opener. You are connected to the door opener.

Using the handset to open the door opener during a call

Open door? OK

Select the menu item and confirm.

Using the handset to open the door opener without holding a conversation

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*61=Open door? OK

Select the menu item and confirm.

Enter the internal phone number for the door opener. The door is opened.

Press the On-hook key to end the operation.

Activating the door release

This function only works if it has been configured by the service engineer.

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*89=Door release ON? OK

Select the menu item and confirm.

Follow the user guidance system from this point onwards. Enter the internal phone number of the door opener, as well as the code and type of door release:

- 1=enable with ring,
- 2=enable w/o ring,
- 3=change password.

OK

Confirm your entries.

Press the On-hook key to end the operation.

Caution:

Standard code 00000. To change the code, confirm option "3=change password". Follow the user guidance system.

Deactivating the door opener

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*89=Door release OFF? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

TDS telephone data service

You can use your mobile phone to operate connected computers and their programs, for example, access hotel services or information systems.

This function can also be called by entering the code → Page 103.

or Press and hold the Talk or Speakerphone key.

Menu Open the system menu.

Service? OK Select the menu item and confirm.

*42= Tel. data service? OK Select the menu item and confirm.

TDS code:

Press the "#" key and enter the required code (0... 9).

The connected computer responds. The computer will guide you through the data entry process. It will process your entries directly.

Press the On-hook key to end the operation.

Activating control relays

The service engineer can set up a maximum of 4 control relays that enable various equipment (forexample, door opener) to be activated and deactivated.

It is possible to access a specific control relay. Depending on the configuration, the control relays can be

- activated and deactivated automatically, or
- activated and deactivated automatically on the basis of a timer.

Prerequisite: The service engineer has set up at least one switch.

This function can also be called by entering the code → Page 103.

Activating a control relay

or Press and hold the Talk or Speakerphone key.

Menu Open the system menu.

Service? OK Select the menu item and confirm.

*90=Control Relay On? OK Select the menu item and confirm.

Follow the user guidance system from this point onwards. Enter the required switch code (1... 4).

Press the On-hook key to end the operation.

Deactivating a control relay

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

#90=Control Relay Off? OK

Select the menu item and confirm.

Follow the user guidance system from this point onwards. Enter the required switch code (1... 4).

Press the On-hook key to end the operation.

Sending a signal to the network

To enable ISDN-type services/features to be started via analogue lines (for example, call waiting when a line is busy, three-way conference calls, etc.), you must send a signal to the network before dialling the service code and/or phone number.

This function can also be called by entering the code → Page 103.

You have an external connection.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*51=Recall to Network? OK

Select the menu item and confirm.

Enter the service code and/or the phone number.

External call forwarding with a multiple subscriber number

If your communication system is connected to an ISDN multiple device line, then you can forward all incoming calls from the public network through your multiple subscriber number (MSN) to an external destination.

There are three types of forwarding:

- Calls are forwarded immediately (1=immediate call forwarding).
- Calls are forwarded after a certain time (2=unanswered calls).
- Calls are only forwarded when the line is busy (3=when busy).

Activating call forwarding to a "trunk"

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

Trunk FWD on? OK

Select the menu item and confirm.

OK — Enter and confirm your own multiple subscriber number.

Either:

↓ ↑ 1=immediate? OK — Select the menu item and confirm.

or:

↓ ↑ 2=on no answer? OK — Select the menu item and confirm.

or:

↓ ↑ 3=on busy? OK — Select the menu item and confirm.

then:

Enter the destination number (without the external code).

Save — Save the settings.

Deactivating call forwarding to a "trunk"

or — Press and hold the Talk or Speakerphone key.

Menu — Open the system menu.

↓ ↑ Service? OK — Select the menu item and confirm.

↓ ↑ Forward by Network OFF? OK — Select the menu item and confirm.

Follow the user guidance system from this point onwards (enter a multiple subscriber number or DID and forwarding type).

OK — Confirm your entries.

Press the On-hook key to end the operation.

Using night service

In night service mode, for example, during lunch breaks or after office hours, all external calls are forwarded to a particular internal telephone (night station). The night station can be defined by the service engineer (= standard night service) or by you (= temporary night service). When night service is active, the night station assumes the function of the intercept station.

Activating night service

Prerequisite: System Support must have activated the function for you.

or — Press and hold the Talk or Speakerphone key.

Menu — Open the system menu.

↓ ↑ Night answer on? OK — Select the menu item and confirm.

Either:

↓ ↑ *=default? OK — Select the menu item and confirm.
"Standard night service" is configured.

or:

Enter your internal station number.

Save

Save the settings.
"Temporary night service" is configured.

Press the On-hook key to end the operation.

Deactivating night service

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Night Service - OFF? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Using dual-tone multifrequency signalling

Your handset operates on the basis of digital information transmission. However, certain applications, for example answering machines, can only be operated using analogue technology. For this you have to send signals using the dual-tone multifrequency signalling (DTMF) process.

Depending on how your system is configured (automatic tone dialling on or off - to be configured by the service engineer) you must first switch to DTMF dialling. This means, forexample, that you can communicate with a variety of voice storage systems.

You will find further details in the operating instructions for the relevant applications.

Automatic tone dialling is not active

During a connection you have to first switch to dual-tone multifrequency signalling.

You are conducting a call.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*53=Tone dialling? OK

Select the menu item and confirm.

Enter the numbers. All entries are sent as DTMF signals.

Automatic tone dialling is active

Enter the numbers. All entries are sent as DTMF signals.

Parking/activating calls

You can park up to ten calls (i.e. place them on hold) and then reactivate them at other telephones in your communication system.

Parking a call

You are on a call you wish to park.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*56=Park a call? OK

Select the menu item and confirm.

Enter the parking position number (0... 9) and note it down.
If the parking position number entered is already in use, you have to enter another one.

Picking up a specific parked call

Prerequisite:
One or more calls have been parked. Your handset is in stand-by status.

or

Press and hold the Talk or Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

#56=Retrieve call? OK

Select the menu item and confirm.

Enter the parking position number you have noted.

Caution:

If a parked call is not picked up, it returns to the station from which it was parked after a certain time (= recall). The following appears on the display "Recalling: (phone no. or name)" or "recalling from (phone no. or name)" .

Conducting calls – with multiple users

Call waiting

You need to speak to a user in your communication system urgently, even though his line is busy. You can send a call waiting signal during his call to let him know you want to talk to him. The user either answers immediately or you will be automatically connected to him when he has finished his call.

This function is only available if it has been configured by the service engineer.

The user is busy. You want to use call waiting.

Wait until the message "Camp-on" appears on the display (ringing tone).

You receive a call waiting signal (second call)

You are still available to other callers, even though you are on the telephone. The call waiting signal informs you of the second call while you are conducting a call. You can answer this call without ending the first call.

You are on a call and hear a call waiting signal.

If you want to answer the second call, you can either place the first call on hold (the first caller waits) or end the first call.

Placing the first call on hold and answering the second call

2ndCall

Answer the second call.

Talk to the second caller. The first caller waits. His call is on hold. You can now:

- toggle between the two callers → Page 72 or
- set up a conference → Page 72.

Ending the second call

Either:

Menu

Open the system menu.

Quit and return? OK

Select the menu item and confirm.

or:

Press the On-hook key. The following message appears on the display: "Recalling". Your telephone rings.

Press the Talk key to talk to the first caller again.

Ending the first call

Press the On-hook key. The first call is ended. Your telephone rings.

Press the Talk key and answer the second call.

Call waiting tone off/on

You can suppress the call waiting tone for external calls.

Deactivating the call waiting tone

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Waiting tone off? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Activating the call waiting tone

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Waiting tone on? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Disabling/enabling automatic call waiting

You can disable/ enable automatic call waiting signalling for a second call during a telephone conversation.

Disabling the call waiting tone

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

Call wait. term. off? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Enabling the call waiting tone

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

Call wait. term. on? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Busy override

You need to speak to an internal user urgently, even though his line is busy. The "Override" function allows you to interrupt the ongoing call to pass on a message.

This function is only available when the code has been input and if it has been configured by the service engineer.

The user is busy.

Call the function.

Override

Enter the phone number of the busy user.

<Name>

The override is established. The user name or phone number, to whom/which the call has been transferred, is displayed.

Override is ended when you hang up the handset.

Caution:

During override

- all users hear an override tone and everything that is said,
- all users see the following message on the display "Override:....:" .

Transferring a call

Transferring a call means that you wish to hand over a call you are conducting on your handset to another user.

Transferring (without announcing the transfer)

You can use this function to forward a call which you answered to another user.

Menu

Open the system menu.

Start transfer? OK

Select the menu item and confirm.

The current call is placed "on hold", so that the first user waits.

Enter the phone number of the user to whom the call is to be transferred.

The number is dialled.

Either:

Press the On-hook key. The target user's phone rings. He picks up the call by lifting the handset.

or:

Menu

Open the system menu.

Transfer? OK

Select the menu item and confirm.

Press the On-hook key. The target user's phone rings. He picks up the call by lifting the handset.

You receive a recall:

- immediately if you have made a mistake,
- 45 seconds after the transfer if the required user does not answer.

If you do not answer recalls, another telephone defined by the service engineer is called (intercept station).

Transferring (with announcement of call transfer)

You can use this function to forward a call which you answered to another user.

Menu Open the system menu.

↓ ↑ Start transfer? **OK** Select the menu item and confirm.

The current call is placed "on hold", so that the first user waits.

Enter the phone number of the user to whom the call is to be transferred.

The number is dialled. The station answers. You announce the call presently on hold.

Either:

Press the On-hook key. The user answers the call.

or:

Menu Open the system menu.

↓ ↑ Transfer? **OK** Select the menu item and confirm.

Placing a call on hold

You can interrupt a call temporarily if, forexample, you want to talk to someone else in the room. The line is placed "on hold".

You are conducting a call.

R **or** **Enquiry** Press the R key or Display key. The current call is placed "on hold", the user waits.

Resuming the call with the waiting user

Either:

Menu Open the system menu.

↓ ↑ Return to held call? **OK** Select the menu item and confirm.
You are reconnected to the partner.

or:

R Press the R key.

Toggling (switching between calls)

The Toggle function allows you to switch between two users without allowing them to speak to each other directly. The two users can be either external or internal users. You can also withdraw from the calls and connect the two users with each other. You can also start a conference.

You are conducting a call.

Enquiry Press the display key. The current call is placed "on hold", the user waits.

Enter the phone number of the second user.

The second user answers.

Toggle Press the Display key to switch between the two calls.

When you end the call, both users are still connected (only possible with 2 external users if the "Transit" feature is activated).

Conducting a conference

You can connect up to 5 internal or external partners with each other in a telephone conference. You can include up to 4 external users in the conference.

For information purposes, you will hear an alerting tone every 30 seconds during a conference call (can be disabled - ask your service engineer).

Setting up a conference

You decide to set up a conference while talking to a user.

You are on a call and wish to start a conference.

Menu Open the system menu.

↓ ↑ Start conference? **OK** Select the menu item and confirm.

Enter the phone number of the new user.

The user is free and answers the phone. You announce the conference.

Menu Open the system menu.

↓ ↑ Conference? **OK** Select the menu item and confirm.

You and your two partners are connected in a conference call.

Forming a conference

A conference has not yet been set up. However, you are already connected to two users and are toggling between them. You now want to form a conference involving all partners.

You are talking to one user.

Menu Open the system menu.

↓ ↑ Conference? **OK** Select the menu item and confirm.

You and your two partners are connected in a conference call.

Expanding a conference

You can expand an existing conference to include up to five users.

You are connected with two or more partners in a conference call.

Menu — Open the system menu.

Add party? OK — Select the menu item and confirm. Conference is placed "on hold", the users wait.

Enter the phone number of the new user.

The user is free and answers the phone. You announce the conference.

Menu — Open the system menu.

Conference? OK — Select the menu item and confirm. The new user is included in the conference call.

Ending a conference

You are connected with two or more partners in a conference call.

Menu — Open the system menu.

End conference? OK — Select the menu item and confirm. The conference is ended.

Leaving a conference

Press the On-hook key. You exit the conference.

When one user leaves the conference, the other two users remain connected.

Viewing the names of conference parties

As the convener of the conference, you can view the names of all conference parties.

You are connected with two or more partners in a conference call.

Viewing the conference parties list

Mnu — Open the additional menu.

View conf parties? OK — Select the menu item and confirm. The first party is displayed.

View other parties.

Closing the conference party list

Mnu — Open the additional menu.

Exit list? OK — Select the menu item and confirm. The conference party list is closed.

or

Press the display key to close the list.

Disconnecting a party from the conference

As the convener of the conference, you can disconnect users from the conference.

You are connected with two or more partners in a conference call.

Menu

Open the system menu.

↓ ↑ View conf parties? OK

Select the menu item and confirm. The first party is displayed.

↓

Display the required party.

Mnu

Select the menu item and confirm.

↓ ↑ Remove party? OK

Select the menu item and confirm. The relevant party is disconnected from the conference.

Connecting parties

As the conference convener, you can leave the conference and thereby connect the other parties with each other. If you were previously connected with two or more parties, the other parties remain in a conference. Otherwise, the remaining two users conduct a one-to-one call.

You are connected with two or more partners in a conference call.

Menu

Open the system menu.

↓ ↑ Withdraw? OK

Select the menu item and confirm. The first party is displayed.

Press the On-hook key. You leave the conference; the remaining parties are connected with each other.

Using the second call function

The second call is an incoming call that is signalled on your handset during a call and that can be queried by you (for example, → Page 68).

A second call can be answered in the following call states:

- You are on a single call,
- You are on a consultation call,
- You are holding a conference,
- You are on a call which you intend to add to a conference,
- You are toggling between two partners.

Group functions

Activating/deactivating group calls

If this has been configured by the service engineer, you belong to one or more groups of internal users that can be reached at a hunt group or group call phone number. Calls are signalled on all telephones in the group either in succession (=hunt group) or simultaneously (=group call), until a member of the group answers the call. Every user in the group can also remain available under his own phone number.

You can leave and re-join specific groups or leave and re-join all groups. These functions can also be called directly by entering the relevant code → Page 103.

You belong to a hunt group or group call group

Use this function to leave or re-join the hunt group or group.

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Either:

Leave hunt group? OK

Select the menu item and confirm. You have now left the hunt group or group.

or:

Join hunt group? OK

Select the menu item and confirm. You have now re-joined the hunt group or group.

then:

Press the On-hook key to end the operation.

You belong to multiple groups

Leaving and re-joining individual groups

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Either:

Leave hunt group? OK

Select the menu item and confirm.

or:

Join hunt group? OK

Select the menu item and confirm.

then:

Group 1
Group 2
Mnu

Select the required group and call the additional menu.

Either:

Leave hunt group? OK

Select the menu item and confirm. You have now left the selected group.

or:

Join hunt group? OK

Select the menu item and confirm. You have now joined the selected group.

then:

Press the On-hook key to end the operation.

Leaving and re-joining all groups

or — Press and hold down the Talk key or press and hold the Speakerphone key.

Menu — Open the system menu.

Either:

↓ ↑ Leave hunt group? OK — Select the menu item and confirm.

or:

↓ ↑ Join hunt group? OK — Select the menu item and confirm.

then:

Group 1
Group 2 — The list of groups is displayed.

Press the hash key. You have now left all groups.

or:

Press the star key. You have now joined all groups.

then:

Press the On-hook key to end the operation.

Ringing group on

You can have calls to your handset signalled acoustically on up to five other telephones. The call is received by the person who answers the call first.

Adding users to a group

First user

or — Press and hold down the Talk key or press and hold the Speakerphone key.

Menu — Open the system menu.

↓ ↑ Service? OK — Select the menu item and confirm.

↓ ↑ *81=
Ringing group on? OK — Select the menu item and confirm.

Mnu — Open the additional menu.

Add ext to group? OK — Confirm the option shown.

Enter the required internal phone number.

Save — Save the settings.

Other users:

Mnu — Open the additional menu.

↓ ↑ Add another ext? OK — Select the menu item and confirm.

Enter the required internal phone number.

Save — Save the settings.

Press the On-hook key to end the operation.

Deleting users

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*81= Ringing group on? OK

Select the menu item and confirm.

<x> in group

The number of parties added is displayed.

Mnu

Open the additional menu.

Display/Clear? OK

Select the menu item and confirm. The first user added is displayed.

Scroll to the required user.

Mnu

Open the additional menu.

Delete? OK

Select the menu item and confirm. The addition of the first user is cleared.

Press the On-hook key to end the operation.

UCD (Universal Call Distribution)

This function enables calls to be distributed in a team. An incoming call is always delivered to the team member who has been idle longest. Team members can also work in separate rooms, for example, on the company's premises and at a teleworking station. The teams (call distribution groups) and team members are set up by the service engineer.

Logging on/off

You must log on and off at the system when you start/finish work.

Register

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

UCD Menu? OK

Select the menu item and confirm.

*401=Log on? OK

Select the menu item and confirm.

Enter your identifier number (assigned by the service engineer).

Press the On-hook key to end the operation.

Logging off

or — Press and hold down the Talk key or press and hold the Speakerphone key.

Menu — Open the system menu.

Service? OK — Select the menu item and confirm.

UCD Menu? OK — Select the menu item and confirm.

#401=Log off? OK — Select the menu item and confirm.

Press the On-hook key to end the operation.

Logging on/off temporarily

You can log on or off at the system temporarily, for example, during break times.

Register

or — Press and hold down the Talk key or press and hold the Speakerphone key.

Menu — Open the system menu.

Service? OK — Select the menu item and confirm.

UCD Menu? OK — Select the menu item and confirm.

*402=Log on? OK — Select the menu item and confirm.

Press the On-hook key to end the operation.

Logging off

or — Press and hold down the Talk key or press and hold the Speakerphone key.

Menu — Open the system menu.

Service? OK — Select the menu item and confirm.

UCD Menu? OK — Select the menu item and confirm.

#402=Not available? OK — Select the menu item and confirm.

Press the On-hook key to end the operation.

Wrap-up time

If you need more time than the actual call lasts, you can request/activate a wrap-up time for the last call. This can be a fixed length of time or, alternatively, you must deactivate the wrap-up time yourself (log back on).

Requesting time

or — Press and hold down the Talk key or press and hold the Speakerphone key.

Menu — Open the system menu.

Service? OK — Select the menu item and confirm.

UCD Menu? OK — Select the menu item and confirm.

*403= Work on? OK — Select the menu item and confirm.

Press the On-hook key to end the operation.

Logging back on

or — Press and hold down the Talk key or press and hold the Speakerphone key.

Menu — Open the system menu.

Service? OK — Select the menu item and confirm.

UCD Menu? OK — Select the menu item and confirm.

#403= Work off? OK — Select the menu item and confirm.

Press the On-hook key to end the operation.

UCD night service

UCD night service is a separate night service for call distribution. It is not affected by the system night service.

All incoming calls are forwarded to a special call distribution destination.

Night destination on

or — Press and hold down the Talk key or press and hold the Speakerphone key.

Menu — Open the system menu.

Service? OK — Select the menu item and confirm.

UCD Menu? OK — Select the menu item and confirm.

*404=UCD night on? OK — Select the menu item and confirm.

Press the On-hook key to end the operation.

Night destination off

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

UCD Menu? OK

Select the menu item and confirm.

#404=UCD night off? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Display the number of waiting calls

You can check the number of waiting calls for the group.

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

UCD Menu? OK

Select the menu item and confirm.

*405=Calls in queue? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Mulap group (Multiple Line Application)

If your handset's line belongs to a Mulap group (Multiple Line Application), then you can

- answer calls for the group (press the Talk key in group calls)
- make external telephone calls under the group phone number (the group phone number is stored in the called party's caller list, for example)
- activate and deactivate the group call function for your handset's line
- forward the lines of the Mulap group to internal or external destinations

Activating/deactivating group calls

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

More functions? OK

Select the menu item and confirm.

Either:

#85=Leave hunt group? OK

Select the menu item and confirm.

or:

*85=Join hunt group? OK

Select the menu item and confirm.

then:

Press the On-hook key to end the operation.

Forwarding a Mulap line

You can immediately forward internal and/or external calls to your lines to different internal or external telephones (destinations) (external destinations are also possible if the system is configured accordingly).

If you activate call forwarding for a line, this shall apply to all line keys of your group for this line.

Forwarding on

or	Press and hold down the Talk key or press and hold the Speakerphone key.
Menu	Open the system menu.
Service? OK	Select the menu item and confirm.
More functions: OK	Select the menu item and confirm.
*501=Forward Line: ON? OK	Select the menu item and confirm.
	Enter a line number.
Either:	
1=all calls? OK	Select the menu item and confirm.
or:	
2=external calls only? OK	Select the menu item and confirm.
or:	
3=internal calls only? OK	Select the menu item and confirm.
	Enter the destination number.
Save	Save the settings.
	Press the On-hook key to end the operation.

Forwarding off

or	Press and hold down the Talk key or press and hold the Speakerphone key.
Menu	Open the system menu.
Service? OK	Select the menu item and confirm.
More functions: OK	Select the menu item and confirm.
#501=Forward Line: Off? OK	Select the menu item and confirm.
	Enter a line number.
	Press the On-hook key to end the operation.

Message functions

The message functions enable you to react to voicemail/callback services of the communication system or of other users or to initiate information features yourself.

Leaving a message/advisory message

A number of advisory messages are stored in your communication system that can be automatically sent to the caller when an internal call is not answered (in the case of handsets and telephones with display). These advisory messages can be selected and supplemented in part by you:

0 = Will return at:
1 = On vacation until:
2 = I am out until:
3 = Out all day
4 = Out to lunch
5 = Not available
6 = Home phone:
7 = Contact:
8 = Avail at:
9 = Am in room:

These advisory messages are standard texts and may have been changed in your communication system.

Activating an advisory message

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Advisory msg. on? OK

Select the menu item and confirm.

Either:

0 = Will return at:
1 = On vacation until: OK

Select the required advisory message.

If necessary

Expand the message as necessary.

Save

Save the settings.

or:

Enter message text OK

Select the menu item and confirm.

Enter the required advisory message.

Caution:

You can enter the text via the handset's keypad. Each key is assigned several letters and each letter is selected by pressing the key an appropriate number of times. For example, you have to press the "7" key three times to enter an "r".

Typing errors can be corrected: activate delete mode by double-clicking the hash key and then use the hash key to delete a character.

Caution:

For example, if you want to enter the third character on a key: press the relevant key three times in succession.

Save

Save the message.

Press the On-hook key to end the operation.

Deactivating an advisory message

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Absence Text OFF? OK

Select the menu item and confirm.

Press the On-hook key to end the operation.

Sending/calling text messages

You can send short messages to individual internal users or to groups of internal users. These must have a handset or telephone with display.

These text messages can be selected and supplemented in part by you:

0 = Please call back
1 = Someone is waiting
2 = Appointment
3 = Urgent call
4 = Do not disturb
5 = FAX waiting
6 = Dictation please
7 = Please make copies
8 = Please make coffee
9 = Ready to depart

These text messages are standard texts and may have been changed in your communication system.

Send a text message

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Send Message? OK

Select the menu item and confirm.

Message to:

Enter the phone number for the required internal user or the group.

Either:

0 = Please callback
1 = Someone is waiting OK

Select the required advisory message.

or:

Enter message text OK

Select the menu item and confirm.

Enter the required text message.

Typing errors can be corrected: activate delete mode by double-clicking the hash key and then use the hash key to delete a character.

Caution:

You can enter the text via the handset's keypad. Each key is assigned several letters and each letter is selected by pressing the key an appropriate number of times. For example, you have to press the "7" key three times to enter an "r".

then:

Send — Press the display key.

Press the On-hook key to end the operation.

Opening an incoming text message

An advisory message appears and the message key flashes when one or more text messages have been received for you. The date and time of incoming text messages are based on your communication system's clock.

Press the "message list" key.

Text messages? OK — Select the menu item and confirm.

Msg. from: ... Mnu — Open the additional menu.

Text? OK — Select the menu item and confirm. The text message is displayed.

Text Mnu — Open the additional menu.

You can choose between the following options:

When? OK — Select the menu item and confirm.

or

Call sender? OK — Select the menu item and confirm.

or

Delete? OK — Select the menu item and confirm.

Press the On-hook key to end the operation.

Answering a message or voicemail message

An advisory message appears and the message key flashes when one or more information messages or voicemails have been received for you.

Viewing a new message

Either:

Press the message key.

or:

or Press and hold down the Talk key or press and hold the Speakerphone key.

Menu Open the system menu.

Display Messages? **OK** Select the menu item and confirm.

OK Select the required message and confirm your selection.

then:

Msg. from: ... **Mnu** Open the additional menu.

Text? **OK** Select the menu item and confirm.

Mnu Open the additional menu.

Time/date sent? **OK** Select the menu item and confirm. The time of the message is displayed.

Either:

Mnu Open the additional menu.

Call Sender? **OK** Select the menu item and confirm. You call back the sender.

or:

Delete? **OK** Select the menu item and confirm. The entry is deleted.

then:

Press the On-hook key to end the operation.

Checking for a new voicemail message

Either:

Press the message key.

or:

or Press and hold down the Talk key or press and hold the Speakerphone key.

Menu Open the system menu.

Display Messages? **OK** Select the menu item and confirm.

Follow the user guidance system from this point onwards.

Press the On-hook key to end the operation.

Checking for an old text message

Old messages that have not been deleted cannot be displayed using the message key ✉. To call these messages, proceed as follows:

✆ or 🔊	Press and hold down the Talk key or press and hold the Speakerphone key.
Menu	Open the system menu.
↓ ↑ Display Messages? OK	Select the menu item and confirm.
↓ Msg. from: ... Mnu	Select the required message and call the additional menu.
↓ ↑ Text? OK	Select the menu item and confirm.
↓ ↑ <Text> Mnu	Open the additional menu.
Time/date sent? OK	Select the menu item and confirm. The time of the message is displayed.
↓ ↑ at: ... Mnu	Open the additional menu.
Either:	
↓ ↑ Call Sender? OK	Select the menu item and confirm. You call back the sender.
or:	
↓ ↑ Delete? OK	Select the menu item and confirm. The entry is deleted.
then:	
☎	Press the On-hook key to end the operation.

Caller list

If you are unable to answer an external and/or internal call, this call request is stored in a caller list. If you belong to a hunt group or group call group, these call requests are also stored.

Your telephone stores up to ten calls in chronological order. Each call is assigned a time stamp. The display starts with the latest call request still not called. When several calls are received from one caller, the number of calls is shown.

During a call, you can save the other caller's phone number to your caller list.

Caution:

If the service engineer has made the appropriate configuration, the phone numbers for all external answered calls are automatically saved.

Selecting a call request

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Caller lists OK

Select the menu item and confirm. The caller lists for missed calls and answered calls are displayed.

Select a call request.

Calling back a caller

Select the party

Mnu

Open the additional menu.

Call? OK

Select the menu item and confirm. The connection is set up.

Caution:

The caller is automatically deleted from the caller list when a connection is finally set up. Call requests for groups (hunt group/group call) are also deleted if a member of the group has set up the connection.

Adding a caller to the caller list

During a call, you can save the other party's phone number in your caller list, for example, to remind you to call again later.

Menu

Open the system menu.

Save number? OK

Select the menu item and confirm. The caller's phone number is saved.

Deleting a caller from the caller list

or

Press and hold down the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Caller lists OK

Select the menu item and confirm. The caller lists for missed calls and answered calls are displayed.

Select the caller list.

OK

Select the party.

Delete the entry OK

Select the menu item and confirm. The entry is deleted.

Press the On-hook key to end the operation.

Additional functions

Handset alarm clock function

When the alarm clock is activated, it rings every day or every day from Monday to Friday at the set time. The alarm clock is deactivated during automatic number redial.

Caution:

The alarm will only sound with the set melody if the handset is in idle status. During a call, the alarm is only signalled by a short tone.

Prerequisite: The date and time must be set.

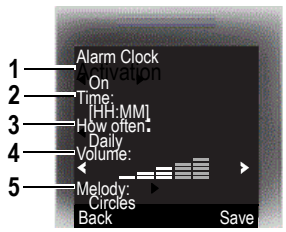
Setting the alarm clock

The handset is in idle status.

Open the handset's main menu.

Alarm Clock OK

Select the menu icon and confirm. The input mask for setting the alarm is displayed.



1 Alarm activation: On/off

2 Time in the format [HH:MM], for example 19:05 = 1905

3 Alarm rings every day or only Monday - Friday

4 Volume can be set to five different levels + crescendo ring

5 Adjustable melodies

Define the setting.

Move the cursor down one line.

Enter the time.

Move the cursor down one line.

... etc.

Save Save the settings.

The alarm clock is activated.

Press the On-hook key to end the operation.

Deactivating an alarm/repeating after a pause

The alarm rings for 60 seconds. The ⏰ symbol appears on the display. If you do not press anything, the alarm repeats after five minutes and then deactivates.

During the alarm:

Either:

Off Press the display key. The wake-up call is deactivated.

or:

Snooze Press the display key or any key. The alarm deactivates and is repeated after five minutes. The alarm is repeated twice and then permanently deactivated.

Handset appointment reminder function

You can use your handset to remind yourself of up to 30 appointments. The handset must be in idle status at the time of the appointment reminder. The appointment reminder function is deactivated during automatic number redial. The ringer melody and volume are set under Audio Settings-> Ringer Settings ->Appointments. The date and time must be set.

Saving an appointment

The handset is in idle status.

Open the handset's main menu.

Organizer OK — Select the menu icon and confirm.

Calendar OK — Select the menu item and confirm. The current month's calendar is displayed with the current day marked.

OK — Select and confirm the required day for the new appointment reminder. The input mask for entering a new appointment reminder appears.

<New Entry> OK — Select and confirm the menu item or select an existing appointment entry. The "New Entry" option only appears if an appointment entry already exists.

Activation < On > — Define the setting.

Move the cursor down one line.

Date — Enter the date, for example 11 November = 1111.

Move the cursor down one line.

Time — Enter the time, for example 19:05 = 1905.

Move the cursor down one line.

Text — Enter the name for the appointment reminder.

C — If applicable, delete the old text.

Move the cursor down one line.

Signal — Define a melody to signal appointments.

Save Save the settings.

The appointment reminder function is activated. The check mark after the appointment indicates that the appointment is active.

Press the On-hook key to end the operation.

Confirming an appointment reminder call

An appointment reminder call is signalled in the same way as an incoming call.

Off — Press the display key during the appointment reminder call.

If you do not confirm the appointment reminder call, it will be stored in a missed dates list.

Deactivating an appointment reminder

The handset is in idle status.

Open the handset's main menu.

Organizer OK — Select the menu icon and confirm.

Calendar OK — Select the menu item and confirm. The calendar for the current month is displayed.

OK — Select and confirm the required day with at least one available appointment. The list of appointments is displayed.

<New Entry>
09:15 Meeting
18:00 Date — Select the appointment reminder that you want to deactivate.

Options — Open the additional menu.

Deactivate OK — Select the menu item and confirm. The selected appointment reminder is deactivated (check mark removed).

Press the On-hook key to end the operation.

Deleting an appointment

The handset is in idle status.

Open the handset's main menu.

Organizer OK — Select the menu icon and confirm.

Calendar OK — Select the menu item and confirm. The calendar for the current month is displayed.

OK — Select and confirm the date you want. The list of appointments is displayed.

<New Entry>
09:15 Meeting
18:00 Date — Select the appointment reminder that you want to delete.

Options — Open the additional menu.

Delete Entry OK — Select the menu item and confirm. The appointment is deleted.

Press the On-hook key to end the operation.

Displaying an unconfirmed appointment

If you have not confirmed an appointment reminder call, the icon and the number of **new** entries are shown on the display. This unconfirmed appointment must also be saved in a missed dates list.

Open the handset's main menu.

Organizer OK — Select the menu icon and confirm.

Missed Alarms OK — Select the menu item and confirm. The date and time of the unconfirmed appointment are displayed. If 10 entries are already stored in the list, the next appointment reminder will delete the oldest entry.

Delete — Delete entry manually from the list.

System appointment function

You can arrange for the communication system to remind you of an appointment. For this to happen, you need to save the times at which you wish to be reminded. This is possible for a period of up to 24 hours in advance.

Saving an appointment

Open the system menu.

BASIC SERVICE OK — Select and confirm the basic service.

Either:

7 PQRS — Enter the service code.

or:

REMINDER OK — Select and confirm the option shown.
The display indicates whether any reminders are already saved.

NEW REMINDER OK — Select the menu item and confirm.

then:

Enter the time as 3 or 4 digits, forexample, 845 for 8.45 a.m. or 1500 for 3 p.m.

SAVE OK — Confirm the option shown.

Deleting a saved appointment

Open the System Menu.

BASIC SERVICE OK — Select and confirm the basic service.

Either:

7 PQRS — Enter the service code.

or:

REMINDER OK — Select and confirm the option shown. A saved reminder is displayed.

NEXT OK — Confirm if you have saved several reminders.

then:

DELETE OK — Select the menu item and confirm.

Press the On-hook key.

Using timed reminders

Prerequisite: You have saved an appointment. The saved time arrives.

Reminder — The handset starts ringing.

Press the Talk key. The appointment time is displayed.

Press the On-hook key.

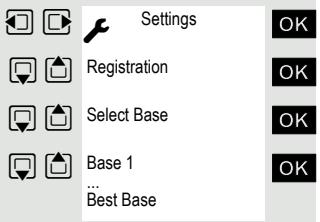
If you do not accept the reminder, the handset will ring a few more times and "Appoint." will be displayed before the reminder is deleted.

Selecting a base

If your handset is registered at multiple bases, then you can set a specific base or the base with the best reception as the base to be used. The handset then switches automatically to this base.

You can change the base name that is displayed on the handset at any time.

Open the handset's main menu.



Select the menu icon and confirm.

Select the menu item and confirm.

Select the menu item and confirm.

Select the required base.

Selec-

Select base. The selected base is ticked:

- Base 1 - 4: Selecting base n defines one specific HiPath cordless system where the handset is registered.
- Best Base: If the handset is registered at multiple cordless systems, it automatically switches to one of these systems when it enters the relevant range. Example: The handset is registered at the Gigaset home base as well as at the cordless system in the company.

Changing the base station name

You can change the base station name that is displayed in idle status.

Name

Press the display key.

X

Delete text.

and possibly C

Enter the required text and correct individual characters as necessary using the "Delete" Display key.

Save

Save the settings.

Press the On-hook key to end the operation.

The new base station name is now displayed in idle status.

The Cordless system overwrites the display information "Name base station" with the own phone number as soon as an incoming or outgoing call is initiated. In this case, the name of the base station only reappears after the handset has been switched off and back on again.

Setting the base

Caution:.

Cannot be set on HiPath 3000.

You can configure individual settings on your system with your handset depending on how your system is configured.

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

System OK — Select the menu item and confirm.

Base Reset OK — Select the menu item and confirm.

OK — Select the required menu item and confirm.

Speed dialling

You can program the number keys 0 + and 2 ABC to 9 WXYZ with a phone number. You then dial the number by pressing the key.

Configuring speed dialling

0 +, 2 ABC to 9 WXYZ — Press the required number key **briefly**.

If this key is not already programmed with a function, the number key can be assigned a new phone number.

QuickDial — Press the display key.

or

If the key is already programmed with a function, it appears on the left display key.

Edit — Press the display key.

OK — Select the required phone number and confirm.

or

Clear — Press the display key to delete the assignment.

Dial a phone number

0 +, 2 ABC to 9 WXYZ — Press and **hold** the number key programmed with the required phone number. The phone number is dialled.

If the number key has not been assigned a phone number, the list appears for you to select a phone number.

Changing display key assignments

You can assign functions to display keys and/or change the current assignment. The function is then started by pressing the key.

Changing the assignment

? Press and **hold** the required display key.

A list of the functions that can be programmed on the key is displayed. The following functions are available for selection:

- INT (not available on HiPath 3000)
- Alarm Clock
- Calendar
- Bluetooth
- Redial

OK Select and confirm the entry.

Calling the function

? Press the required display key **briefly**.

The function is selected.

Data communication with the PC

To enable your handset to communicate with the PC, the **Gigaset QuickSync** program must be installed on your PC (free to download at http://wiki.unify.com/wiki/Gigaset_professional_accessory).

After installing "Gigaset QuickSync", connect the handset to your computer using Bluetooth → Page 96 or via a USB data cable → Page 19.

Transferring data

Start the "Gigaset QuickSync" program. You can now:

- Synchronise your handset's address book with Outlook
- Download caller pictures (.bmp) from the computer to the handset
- Download pictures (.bmp) as screensavers from the PC to the handset
- Download sounds (ringer melodies) from the PC to the handset

"Data Transfer" is shown on the display during data transfer between the handset and PC. During this time, the keypad is disabled and incoming calls are ignored.

Caution:
- If the USB data cable is plugged in, a Bluetooth connection cannot be established.
- If a USB data cable is plugged in during an existing Bluetooth connection, the Bluetooth connection is cancelled.

Bluetooth interface

Before you can use your Bluetooth device, activate Bluetooth, ensure the devices are visible and then register the handset.

You can register one Bluetooth headset to the handset. You can also register up to five data devices (PCs, PDAs and mobile phones) to send and receive address book entries as vCards or exchange data with the computer (→ Page 99).

To use the phone numbers, dialling codes (country and area code) must be stored in the directory (→ Page 32).

You will find a description of how to operate your Bluetooth devices in the user guides for these devices.

Note:
Third parties can tap Bluetooth connections.

Activating/deactivating Bluetooth mode

You can deactivate the Bluetooth interface if you do not need it for extended periods of time. This increases your handset's standby time.

Open the handset's main menu.

Bluetooth OK — Select the menu icon and confirm.

Activation ☑ OK — Select the menu item and confirm.
The active Bluetooth function is ticked.

Confirm again to activate.

Registering Bluetooth devices

The distance between the handset in Bluetooth mode and the activated Bluetooth device (headset or data device) should be no more than 10 m.

To connect a Bluetooth headset, see → Page 44.

If the Bluetooth connection is not yet established between the handsets, perform the following steps:

Searching on your handset

Open the handset's main menu.

Bluetooth OK — Select the menu icon and confirm.

Search Data Device OK — Select the menu item and confirm. The handset searches for Bluetooth-enabled devices. This may take a few minutes. If devices are found, these will be shown in a list.

Select the required device, for example, the other handset.

Trusting the device

Options Press the display key.

Trust Device **OK** Select the menu item and confirm.

agreed PIN: **OK** Enter the Bluetooth PIN and confirm (default: 0000). The device is saved in the list of known devices.

Cancelling/repeating current search

Cancel Press the display key to cancel the search.

or

Options Press the display key.

Repeat Search **OK** Select and confirm the menu item in order to repeat the search.

Confirming the connection on the other device

agreed PIN: **OK** Enter and confirm identical Bluetooth PINs within a few seconds (default: 0000). If you were not fast enough, repeat the previous steps.

Add to Known Device list? **OK** Confirm the prompt.

The Bluetooth connection is established. The two devices can now exchange data in vCard format.

Editing the list of known (trusted) devices

Opening the list

Open the handset's main menu.

Bluetooth **OK** Select the menu icon and confirm.

Known Devices **OK** Select the menu item and confirm.

A corresponding icon appears next to each device name in the list displayed:

Icon	Explanation
	Bluetooth headset
	Bluetooth data device

Viewing entries

Select the entry.

View Press the display key. Device name and address are displayed.

OK Press to switch back to the overview.

Deregistering Bluetooth devices

Select the entry.

Options Press the display key.

Delete Entry **OK** Select the menu item and confirm.

Changing the name of a Bluetooth device

Select the entry.

Options Press the display key.

Edit Name **OK** Select the menu item and confirm.

Rename.

Save Press the display key.

Rejecting/accepting an unregistered Bluetooth device

If a Bluetooth device that is not registered in the list of known devices tries to connect with the handset, you will be prompted on the display to enter the PIN for the Bluetooth device (bonding).

Rejecting

Press the On-hook key **briefly**.

Accepting

OK Enter the PIN for the Bluetooth device **you want to accept** and confirm.

If you have accepted the device, you can use it temporarily (i.e. as long as it is within receiving range or until you deactivate the handset) or save it to the list of known devices.

Following PIN confirmation

Yes Press the display key to add the device to the list of known devices.

or

No Press the display key to use the device temporarily.

Changing the Bluetooth name of own handset

You can change the handset name used to identify it on the display of another Bluetooth device.

Bluetooth **OK** Select the menu icon and confirm.

Own Device **OK** Select the menu item and confirm.

Change Press the display key.

Rename.

Save Press the display key.

Phonebook transfer

Prerequisite: The Bluetooth connection between the devices is established → Page 96.

Open the phonebook.

Select the entry.

Options Press the display key.

Copy Entry **OK** Select the menu item and confirm.

or

Copy All **OK** Select the menu item and confirm.

vCard via Bluetooth: **OK** Select the menu item and confirm.

Trusted Devices ... **OK** Select and confirm the target device or the other handset. The vCard data is sent to the target device.

Now follow the instructions on your handset display.

Telephone blocking

Handset telephone lock

Note:
Can only be set if this menu item is visible. To set, see → Page 32.

You can protect your handset against theft by entering a 4-digit numerical code to lock it.

The PIN is preset to "0000" (default). The handset does not prompt for a PIN in this setting. As soon as you have changed the PIN you will need to enter it when you turn on the handset. You can protect your handset from unauthorised access with the telephone lock → Page 101.

Enter the value "0000" again to deactivate the PIN.

Note:
If you have forgotten your PIN, please contact Unify Service. It will be reset at your own expense. The handset is returned to the default state (see → Page 33).

Entering a new PIN

Open the handset's main menu.

Settings OK — Select the menu icon and confirm.

System OK — Select the menu item and confirm.

Handset PIN OK — Select the menu item and confirm.

OK — Enter and confirm the old PIN. If a PIN has not yet been set, then enter "0000".

OK — Enter and confirm the new PIN.

Press the On-hook key to end the operation.

Battery charging when PIN lock active

If the handset deactivates because the battery is flat, it automatically reactivates as soon as you place it in the charging shell. The charging operation starts. If you have already set a PIN, you must enter it so that the handset can receive calls.

Telephone lock code programming

You can protect your handset against unauthorised access (thereby safeguarding personal data) by entering a 5-digit code to lock and unlock it.

To change a code, first enter the old code and then key in the new code twice.

or

Press and hold the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*93=Change PIN? OK

Select the menu item and confirm.

Enter the old code (5 digits, default "00000").

Enter the new PIN, for example, 11111 (5 digits).

Re-enter the new PIN.

Press the On-hook key to end the operation.

Note:
If you have forgotten your PIN, contact your service engineer for help. He will be able to reset your PIN to "00000".
It is also possible to open your handset from a central station, for example, from the attendant terminal.

Locking/unlocking the handset

You can lock your handset to prevent external dialling and programming, thereby preventing unauthorised use in your absence, for example.

Prerequisite: You have defined a personal code or use the default code "00000".

Locking the handset

or

Press and hold the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Changeover on? OK

Select the menu item and confirm.

Enter the PIN code (5 digits, default "00000").

Press the On-hook key to end the operation.

Caution:

Even though it is locked, you can still use your handset to answer external calls and make internal calls. When an external connection is established, the following message appears on the display "Telephone Lock Active".

Your handset can also be locked from a central station → Page 101.

Unlocking the handset

or

Press and hold the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Changeover off? OK

Select the menu item and confirm.

Enter the PIN code (5 digits, default "00000").

Press the On-hook key to end the operation.

Central telephone lock / Locking/unlocking other handsets

If you have the appropriate authorisation, you can lock and unlock other handsets to prevent unauthorised use.

If the user has locked his handset and has forgotten the individual password he has set, you can unlock the phone again using this function.

or

Press and hold the Talk key or press and hold the Speakerphone key.

Menu

Open the system menu.

Service? OK

Select the menu item and confirm.

*943=Telephone Lock? OK

Select the menu item and confirm.

Enter a user's phone number.

Either:

Locking the handset The following appears on the display: "Telephone locked".

or:

Unlock the handset. The following appears on the display: "Telephone unlocked".

System functions

The system functions can be called up via the menu or directly by entering codes.

Calling functions via the menu

or — Press and hold the Talk key or press and hold the Speakerphone key.

Menu — Open the system menu.

Either:

Suppress call ID? OK — Select and confirm the function.

or:

Service? OK — Select the menu item and confirm.

•41=Temporary MNS? OK — Select and confirm the function.

or:

Service? OK — Select the menu item and confirm.

More functions? OK — Select the menu item and confirm.

#58=View callbacks? OK — Select and confirm the function.

Press to end the operation.

Calling functions via codes

or — Press and hold down the Talk key or press and hold the Speakerphone key.

Either:

Enter code according to table → Page 104.

or:

Enter code according to table → Page 104.

then:

Press the On-hook key to end the operation.

Functions and codes

Your service personnel may have assigned different codes to the following functions or some functions may not be available in your configuration.

Functions	Codes
Automatic call wait.term.on	* 490
Automatic call wait.trm.off	# 490
Call waiting tone off	* 87
Call waiting tone on	# 87
Accepting call waiting	* 55
Caller list	
– Call	# 82
– Saving a number	* 82
Advisory msg. on	* 69
Advisory msg. off	# 69
Do not disturb on	* 97
DND off	# 97
UCD:	
– Log on	* 401
– Log off	# 401
– Work on	* 403
– Work off	# 403
– Available	* 402
– Not available	# 402
– UCD night on	* 404
– UCD night off	# 404
– Calls in queue	* 405
Override (authorised telephone only)	* 62
FWD for MULAP on	* 501
FWD for MULAP off	# 501
Speaker call	* 80
Trace call	* 84
Temporary phone	* 508
Messages	
– Sending	* 68
– View sent message	# 68
Conference:	
– on	* 3
– off	# 3
Call Charge Display	* 65
Use speed dialling	* 7
Change speed dial	* 92
Toggling	* 2
DTMF dialling	* 53
Night answer on	* 44
Night answer off	# 44
Park	
– Park call	* 56
– Retrieve call	# 56
Account code	* 60

Functions	Codes
Callback	* 58
View callbacks	# 58
Suppress phone number	* 86
Restore phone number	# 86
Temporary phone number (MSN)	* 41
Ringing group on	* 81
Ringing group off	# 81
Hunt group/join hunt group	* 85
Hunt group/leave hunt group	# 85
Control Relay On	* 90
Control Relay Off	# 90
Change PIN	* 93
Trunk flash)	* 51
Language selection	* 48
Locking the phone	* 66
Unlocking the phone	# 66
Directory (system, LDAP)	* 54
Tel. data service	* 42
Timed reminder on	* 46
Timed reminder off	# 46
Door opener on	* 89
Door opener off	# 89
Door opener	* 61
Pickup group	* 57
Pickup, directed	* 59
Forwarding on	* 1
Forwarding off	# 1
Trunk FWD on	* 64
Trunk FWD off	# 64
Forwarding after timeout off	# 495
Forwarding after timeout on	* 495
Central telephone lock	* 943
Return to held call	* 0

Appendix

Troubleshooting

Some malfunctions can be resolved without outside intervention. The following table provides a list of such malfunctions. All other malfunctions should be reported to the relevant service personnel.

Error	Possible cause	Remedy
No display.	The handset is not switched on.	Press the On-hook key until confirmation is received.
	Batteries are empty.	Charge or replace the batteries.
You cannot dial an external number.	The handset is locked.	Unlock the handset.
No reaction to keystroke.	Keypad lock activated.	Press the hash key until confirmation is received.
	The key is stuck.	Release the key.
De-crescendo tone sequence during input.	An incorrect entry was made.	Repeat key sequence while watching the display; where applicable, consult the operating instructions.
The line "Base n" flashes (n= 1 - 4).	The handset is outside the base radio range; radio signals too weak.	Come closer to the base radio range, change your position.
	Handset not registered.	Register the handset.
	Intervals between synchronisation attempts are too long.	Switch off the handset and switch it back on again.
No ringer on the handset.	The ringtone is deactivated.	Activate ringer.
	"Do Not Disturb" is activated.	Deactivate "Do Not Disturb".
The following, for example, appears: **Base 1** Outgoing and incoming calls and activation/deactivation are not possible.	Handset is blocked.	Remove the batteries from the handset and then re-insert them. Proceed as when loading batteries for first time → Page 18.
The following appears: **incomplete!**	Maximum input time was exceeded.	Avoid long pauses between keystrokes.
	The On-hook key was not pressed.	Press the On-hook key.
The following appears: **incomplete!**	The communication system is overloaded.	Wait and try again later.
The following appears: **Currently not accessible**	Function is currently not available.	Wait and try again later.
	No connection under the phone number dialled available.	Enter the phone number correctly or call the attendant console.

Error	Possible cause	Remedy
The following appears: **Not possible** Or: **Incorrect input** Or: **Nothing stored**	Speed-dial number not available, appointment entered incorrectly, entry blocked or not allowed, prerequisite not fulfilled (for example if there is no second partner for toggling), number dialled was incomplete.	Correct your input, select a permitted option, enter the phone number in full.
The following appears: **Not authorized**	Blocked function was called.	Apply to the relevant service personnel for the COS for the blocked function.
The following appears: **PIN Incorrect**	Incorrect PIN was entered.	Enter the correct PIN.
The following appears: **Not available**	Phone number was not fully entered, the star or hash key was not pressed.	Enter the phone number correctly or as prescribed.
The following appears: **Do not disturb**	Data transfer is active.	Wait and try again later.

Cleaning the handset

Removing everyday dirt

To clean the handset and the charging shell, simply wipe them with a damp or anti-static cloth.
Never use a dry cloth.
Do not use abrasive cleaning agents.

After contact with liquids

1. Deactivate the handset immediately. Do NOT activate it!
2. Remove the batteries immediately. Leave the battery compartment open.
3. Allow the liquid to drain off:
   – Hold the handset in a horizontal position with the open battery compartment facing down.
   – Hold the handset in a vertical position with the open battery compartment facing down. Shake the handset gently, slightly tilting it back and forth.
   – Dab all components dry and then leave the handset in a warm spot (other than a microwave, oven, etc...) for at least 72 hours with open battery compartment and keypad facing down.

When it has fully dried out, you will usually be able to use it again.

Storage

To avoid damage, the handset should not be stored with sharp objects, such as knives or tools, etc. We recommend using a protective pouch → Page 109.

Documentation

These operating instructions can be found in PDF format at the following URL:

http://www.unify.com/us/support/manuals.aspx

To view or print the operating instructions in PDF format, you need a computer on which the free Adobe Acrobat Reader program is installed.

To view the operating instructions in HTML format, you need a computer with a Web browser, for example Microsoft Internet Explorer.

General specifications

Handset

Maximum sound pressure level according to TBR10, Annex D	less than 118 dB (A)
Weight incl. battery	approx. 100 g
Dimensions (W x H X D)	approx. 48 x 127 x 19 mm

DECT

DECT standard	Supported
GAP standard	Supported
No. of channels	60 duplex channels
Radio frequency range	1880-1,900 MHz
Duplex method	Time multiplex, 10 ms frame length
Pulse repetition rate	100 Hz
Pulse transmission length	370 µs
Channel grid	1,728 kHz
Bit rate	1152 kbit/s
Modulation	GFSK
Language code	32 kbit/s
Transmission power	10 mW, average power per channel 250 mW pulse power
Range	Up to 300 m outdoors, up to 50 m indoors
Environmental conditions in operation	+5 °C to +45 °C, 20 % to 75 % relative humidity

Bluetooth

Radio frequency range	2402-2,480 MHz
Transmission power	4 mW pulse power

Battery

Technology	Lithium ion (Li-Ion)
Voltage	3.7 V
Capacity	750 mAh
Type	V30145-K1310-X445

The handset is supplied with the recommended battery. Only an original battery may be used.

The device is supplied with the recommended battery. Replacement batteries can be ordered if necessary from Unify Service.

Handset operating times/charging times

The operating time of your handset depends on the capacity and age of the battery and the way it is used. (All times are maximum possible times).

Stand-by mode (hours)[1]	190/85
Talktime (hours)	14
Operating time for 1.5 hrs of calls per day (hours) [2]	100
Charging time in charger (hours)	3

1 without/with display backlight
2 without display backlight (Set the display backlight → Page 31)

Charging shells

European Union	S30852-H2352-R141
United Kingdom	S30852-H2352-L141
US (110V)	S30852-H2382-U241
Brazil	S30852-H2382-U341
Australia	S30852-H2382-C441

Accessories

Use only original accessories. This will avoid possible health risks and personal injury and also ensure that all the relevant regulations are complied with.

Source

For information on accessories (such as headsets, protective pouches), contact Unify at the following address:

http://wiki.unify.com/wiki/Gigaset_professional_accessory

EU guidelines

The handset and accessories listed conform to the following EU guideline:
99/05/EC "Radio and Telecommunication Terminal Equipment"

Writing and editing text

- Each key between 0 ␣ and 9 WXYZ is assigned several letters and characters.
- Control the cursor with ◁ ▷ △ ▽. Press and **hold** ◁ or ▷ to move the cursor **word by word**.
- Characters are inserted at the cursor position.
- Press the star key * ^ to display the table of special characters. Select the required character and press the display key Insert to insert the character at the cursor position.
- Press and **hold** 0 ␣ to 9 WXYZ to enter digits.
- Press display key <C to delete the **character** to the left of the cursor. Press and **hold** to delete the **word** to the left of the cursor.
- The first letter of the name of address book entries is automatically capitalised, followed by lower case letters.

Setting upper/lower case or digits

Repeatedly press the hash key # ⊷ to change the text input mode.

123	Writing digits
Abc	Upper case[1]
abc	Lower case

1 First letter in capitals, all others in lower case

The active mode is indicated at the bottom right of the screen.

Writing names

- Enter the individual letters/characters by pressing the corresponding key.
  The characters assigned to the key are shown in a selection line at the bottom left of the screen.
  The selected character is highlighted.
- **Briefly** press the key several times in succession to select the required letter/character.

Standard characters

	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x
1 ∞	1									
2 ABC	a	b	c	2	ä	á	à	â	ã	ç
3 DEF	d	e	f	3	ë	é	è	ê		
4 GHI	g	h	i	4	ï	í	ì	î		
5 JKL	j	k	l	5						
6 MNO	m	n	o	6	ö	ñ	ó	ò	ô	õ
7 PQRS	p	q	r	s	7	ß				
8 TUV	t	u	v	8	ü	ú	ù	û		
9 WXYZ	w	x	y	z	9	ÿ	ý	æ	ø	å
0 ␣	␣ [1]	.	,	?	!	↵ [2]	0			

1 Space
2 Line feed

Accessing additional functions via the PC interface

To enable your handset to communicate with the PC, the **Gigaset QuickSync** program must be installed on your PC (free to download at http://wiki.unify.com/wiki/Gigaset_professional_accessory).

Transferring data

After installing **Gigaset QuickSync**, connect the handset to your computer using Bluetooth → Page 96 or a USB data cable → Page 19.

Caution:
- If the USB data cable is plugged in, a Bluetooth connection cannot be established.
- If a USB data cable is plugged in during an existing Bluetooth connection, the Bluetooth connection is cancelled.

Start the **Gigaset QuickSync** program. You can now synchronise your handset directory with Outlook; download caller pictures (.bmp) and images (.bmp) as a screensaver and sounds (ringtones) from the computer to the handset (and vice versa) (see also → Page 95).

Declaration of conformity

Your handset is supplied for use within a specific country, which is displayed on the underside of the device. Country-specific requirements have been taken into consideration.

The device complies with the basic requirements of the R&TTE Directive and therefore displays the CE symbol.

Extract from original declaration

"We declare that the product OpenStage SL4 professional S30852-H2352-R*-* to which this declaration relates, conforms to the following European Directives and European standards: Directive 99/5/EEC: Radio and Telecommunication Terminal Equipment."

The Declaration of Conformity (DoC) has been signed. In case of need, a copy of the original DoC can be made available via the company hotline.

CE 0682

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